

Fifth-Year Interim Report Expanded Production Schedule

Updated January 2017

Snapshot semester: Fall 2018

Timing	Action	Responsibility	Reviewers
Fall 2014	✓ Create Fifth-Year Interim Report production schedule	Kristi/Tina/Cindy	
Spring 2015	✓ Finalize production plan, dates and responsible offices/people	SACSCOC Advisory Council	
Fall 2015	<ul style="list-style-type: none"> ✓ Fifth Year Report requirements verified with SACSCOC website 8/27/15 ✓ Review 2013 Compliance Certification and requirements. ✓ Create base files for each standard included in the fifth year report and set up SharePoint site. ✓ Review selected sections of the Compliance Certification to determine whether standards should be updated or rewritten. 	Kristi/Tina Cindy SACSCOC Advisory Council – individual members as assigned	
Spring 2016	Begin draft narrative and evidence collection: <ul style="list-style-type: none"> ✓ CR 2.10 (Student support services) ✓ FR 4.7/CS 3.10.2 (Title IV program responsibilities/financial aid audits) 	Student Success Financial Aid and Scholarships	Jim, Marilou, John Knight ¹ Donna ¹
Summer 2016	Draft narratives due (June 1) <ul style="list-style-type: none"> ✓ Review by SACSCOC Working Group begins June 10 		
Fall 2016	Notify Council Member(s) and Writers to Begin work for collection in Spring 2017: <ul style="list-style-type: none"> ▪ CS 3.4.3 (Admissions policies) ▪ FR 4.6 (Recruitment materials) 	Office of Admissions Office of Admissions	Donna ¹ Donna ¹
Spring 2017	Begin draft narrative and evidence collection: <ul style="list-style-type: none"> ▪ CS 3.11.3 (Physical facilities) ▪ FR 4.5 (Student complaints) 	Office of AVP for Business Services University Planning	Towana ¹ Tina ¹
Summer 2017	Draft narratives due (April 28) Review by SACSCOC Working Group begins June 10; completed August 15		
Fall 2017	Advisory Council review of draft narratives Distributed at September meeting; completed December 1 Begin draft narrative and evidence collection: <ul style="list-style-type: none"> ▪ FR 4.3 (Publication of policies) ▪ FR 4.9 (Definition of credit hour) ▪ FR 4.1 (Student achievement) ▪ FR 4.8 (Distance and correspondence education) ▪ CS 3.13 (Policy compliance/as needed) 	Advisory Council APCD APCD Office of Institutional Research (OIR) Vice Provost for University Programs TBD	Kristi ¹ Kristi ¹ Tina ¹ Sarah ¹ Kristi ¹
Spring 2018	Fall 2017 draft narratives due to SACSCOC Working Group		

Timing	Action	Responsibility	Reviewers
	Distributed January 1; completed April 15 Begin draft narrative and evidence collection: <ul style="list-style-type: none"> CS 3.3.1.1 (I.E.: Educational programs) FR 4.2 (Program curriculum) FR 4.4 (Program length) 	OIR and CARS Vice Provost for Academic Development/APCD	Tina, Keston ¹ Marilou ¹ Marilou ¹
Summer 2018	Advisory Council review of fall 2017 and spring 2018 draft narratives Distributed June 1; completed August 1		
Fall 2018			
Sept.	Finalize narrative and collect latest evidence Begin draft narrative and evidence collection: <ul style="list-style-type: none"> CR 2.8 (Number of full-time faculty) Collect all narratives and evidence; enter into CMS	All writers Faculty Credentialing Coordinator Cindy/Kristi/Tina	Ann, Tina ¹
Oct.	Complete narrative and evidence: <ul style="list-style-type: none"> CR 3.2.8 (Qualified administrative and academic officers) CR 3.4.11 (Qualified academic program coordinators) Modify and verify narratives in CMS	Faculty Credentialing Coordinator Faculty Credentialing Coordinator Cindy/Kristi/Tina	Ann, Tina ¹ Ann, Tina ¹
Nov.	Edit narratives Verify evidence with originators/writers Format and link all evidence	Kristi Tina/Cindy Cindy/Tina	
Dec.	Edit narratives Finalize evidence	Kristi Cindy/Tina	
Spring 2019			
Jan. 1-15 Jan. 16-31	SACSCOC Advisory Council and Senior Leadership Team review Enter collected revisions and update evidence	Kristi Kristi/Tina/Cindy	
Feb. 1-15 Feb. 16-28	University review Enter collected revisions and update evidence Complete institutional summary form (Part II) Complete QEP Impact Report (Part V)	Kristi Kristi/Tina/Cindy OIR Madison Collaborative	Cindy Bill, Lori ¹
March	Collect signature attesting to authority (Part I) Submit complete report	Brian	

¹ These are the advisory board members that have primary responsibility for the standard. They will distribute the writing to others in their areas and let the Working Group know who wrote each section and will be providing evidence for that narrative.

NOTES:

- Green text = Standard on the “Most Frequently Cited Principles” list
- Fifth Year Requirements verified with SACSCOC website 8/27/15
- Rationale for order of standard review: Roughly ranked by amount of change expected

