Fifth-Year Interim Report Production Schedule

Updated November 2017

Snapshot semester: Fall 2018

Timing	Action	Responsibility/Council Member	WG Editor
~~Spring 2016~~	Begin draft narrative and evidence collection: ü **CR 12.1** (Student support services) [2.10] ü **R 13.6** (Federal/State responsibilities--Title IV program responsibilities/financial aid audits) [3.10.2/4.7]	Student Success Financial Aid and Scholarships Jim, Marilou, John Knight, Donna	12.1- 13.6-Tina
~~Summer 2016~~	Draft narratives due (June 1) ü Review by SACSCOC Working Group begins June 10		
~~Fall 2016~~	Notify Council Member(s) and Writers for collection in Spring 2017: § **R 10.5** (Admissions policies/Recruitment materials) [3.4.3/4.6]	Office of Admissions/Donna	
~~Spring 2017~~	Begin draft narrative and evidence collection: § **R 13.7** (Physical resources) [3.11.3] § **R 12.4** (Student complaints) [4.5]	Business Services/Towana University Planning/Tina	13.7-Tina 12.4-Tina
~~Summer 2017~~	Draft narratives due (April 28) Review by SACSCOC Working Group June 10; completed August 15		
Fall 2017	Begin draft narrative and evidence collection: § **R 10.2** (Public information) [4.3] § **R 10.7** (Policies for awarding credit) [4.9] § **R 10.6 a,b,c** (Distance and correspondence education) [4.8.1,2,3]	APCD/Kristi VPUP/Kristi O&E/Sarah M and Kristi	10.2-Kristi 10.7-Kristi 10.6-Kristi
Spring 2018	Review/revise resource manual checklists based on new principles Fall 2017 draft narratives due to SACSCOC Working Group for review Distributed January 1; completed April 15	WG	

	Begin draft narrative and evidence collection:
	§ **R 8.2.a** (I.E.: Student learning outcomes) [3.3.1.1]
	§ **CR 8.1** (Student achievement) [4.1]
	§ **CR 9.1** (Program curriculum) [4.2]
	§ **CR 9.2** (Program length) [4.4]
	§ **R 13.8*** (Institutional environment—healthy, safe, secure) [3.11.2]
	§ Standards related to institution and SACSCOC policy compliance
	   o **R 10.3** (Archived information)
	   o **R 10.5** (Admissions policies)
	   o **R 10.9** (Cooperative academic arrangements)
		CARS/Keston
		OIR/Tina
		Vice Provost for Academic Development/APCD
		A&F/Towana
		
		Kristi
		Kristi
		Kristi
			8.2.a-Tina
			8.1-Tina
			9.1-Kristi
			9.2-Kristi
			13.8-Tina
			Kristi (With Susan Wheeler)

Timing	Action	Responsibility/Council Member	WG Editor
	o **R 12.4** (Student complaints)	Tina	
	o **R 14.1*** (Publication of accreditation status)	Kristi	
	o **R 14.3** (Com institutional review—distance/off-site policies)	Kristi	
	o **R 14.4** (Representation to other agencies)	Kristi	

Summer 2018	Advisory Council review of fall 2017 and spring 2018 draft narratives
	    Distributed June 1; completed August 1
	Begin draft narrative and evidence collection:
	    § **CR 6.1** (Number of full-time faculty-U mission)
	    § **R 6.2.b** (Adequate FT faculty- program)
		
		OIR/Tina
		Faculty Credentialing Coordinator
			
			6.1-Tina

Fall 2018			
Sept.	Finalize narrative and collect latest evidence **Collect all narratives and evidence; enter into CMS**	All writers Cindy/Tina	

Oct.	Complete narrative and evidence:
	    § **R 5.4** (Qualified administrative and academic officers) [3.2.8]
	    § **R 5.2.c** (Qualified academic program coordinators) [3.4.11]
	Modify and verify narratives in CMS
		
		Faculty Credentialing Coordinator
		Faculty Credentialing Coordinator
		Cindy/Kristi/Tina
			
			Ann, Tina
			Ann, Tina

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/Conduct final edit Update evidence Complete institutional summary form (Part II) Complete QEP Impact Report (Part V)	Kristi Kristi Tina/Cindy Tina/Cindy Madison Collaborative	
March	Collect signature attesting to authority (Part I) **Submit complete report**	Brian	

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

*Added to Fifth-Year

§ Updated Fifth Year Requirements verified with SACSCOC website 11/7/17