

# SACSCOC ON-SITE COMMITTEE VISIT

## TAYLOR HALL SPACE

All times are tentative depending upon committee's needs.

Dr. Warner's class - Moving to 404. Tina is verifying with Dr. Warner. Not sure of class date/time. More details soon.

### *ROOM ASSIGNMENTS*

302 - Post Interviews

303 - BOV Luncheon, President's Closing Meeting

304 - Furniture Storage

305 - Interview

306 - Visiting Team Work Room

307 - Interview

308 - Copier Storage

309 - Interview

311 - Command Center

400 - Interview

402 - Interview

403 - Catering

404 - Dr. Warner's class, Student QEP Luncheon, boxed lunch pick up

405 - Opening Meeting, QEP Presentation, QEP Focused Group Discussions, Faculty QEP Luncheon, Exit Conference

### *APRIL 1*

	Description	Room/Location	Room Set Up
8:00 a.m.-5:00 p.m.	Set up all rooms in Taylor	Taylor Hall floors 3&4	
	Stock Committee Work Room, set up copier	Taylor 306	Per diagram (will stay the same April 1-4)
	Set up Command Center	Taylor 311	Boardroom (will stay the same April 1-4)

### *APRIL 2 (DAY 1)*

	Description	Room/Location	Room Set Up
2:15 p.m.	Committee travel to JMU	Transportation departs from	Signage directing visitors to Taylor 306 from bottom of

	campus	Holiday Inn Lobby, arrives at Warren Hall	hill in front of Warren
2:30-3:00 p.m.	Opening Meeting with President Alger	Taylor 405	Per diagram
3:00-4:00 p.m.	Committee Meeting with QEP Leadership	Taylor 405	Already set (same diagram)
4:00-5:00 p.m.	Committee Review on Campus: work room	Taylor 306	Already set- no change
	Committee Review on Campus: interviews	Taylor 305, 307, 309, 400, 402	Per diagram (up to 10 people)
	JMU Staff post interviews	Taylor 302	Per diagram (up to 10 people)
5:00 p.m.	Committee Travel to Hotel	Transportation departs from Warren Hall, arrives at Holiday Inn Lobby	NA

**APRIL 3 (DAY 2)**

	Description	Room/Location	Room Set Up
8:15 a.m.	Committee travel to JMU campus	Transportation departs from Holiday Inn Lobby, arrives at Warren Hall	Signage directing visitors to Taylor 306 from bottom of hill in front of Warren
8:30 a.m.	Focused Group Discussions pertaining to the QEP	Taylor 405	CHANGE - Per diagram
	Committee Review on Campus (if necessary): work room	Taylor 306	Already set- no change
	Committee Review on	Taylor 305, 307,	Already set- no change

	Campus: interviews	309, 400, 402	
	JMU Staff post interviews	Taylor 302	Already set- no change
<b>12:15-1:30 p.m.</b>	Luncheon #1 Governing Board JMU BOV	Taylor 303	Boardroom
	Luncheon #2 Students	Taylor 404	Per diagram
	Luncheon #3 Faculty	Taylor 405	Already set per diagram
<b>1:30-3:00 p.m.</b>	Committee Review on Campus (if necessary): work room	Taylor 306	Already set- no change
	Committee Review on Campus: interviews	Taylor 305, 307, 309, 400, 402	Already set- no change
	JMU Staff post interviews	Taylor 302	Already set- no change
<b>3:00 p.m.</b>	Committee Travel to Hotel	Transportation departs from Warren Hall, arrives at Holiday Inn Lobby	NA

### **APRIL 4 (DAY 3)**

	<b>Description</b>	<b>Room/Location</b>	<b>Room Set Up</b>
<b>8:15 a.m.</b>	Committee travel to JMU campus	Transportation departs from Holiday Inn Lobby, arrives at Warren Hall	Signage directing visitors to Taylor 306 from bottom of hill in front of Warren
<b>8:30-9:00 a.m.</b>	President's Closing Meeting: ██████████ Meet with President Alger	Taylor Hall Room 303	Boardroom
<b>9:00-10:00 a.m.</b>	Exit Conference	Taylor Hall Room 405	CHANGE - Per Diagram
<b>10:00-10:30 a.m.</b>	Boxed Lunch Available (packed for traveling)	Taylor Hall Room 404	CHANGE - Per Diagram

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**DEPARTURES**

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Contact-Tina Grace/Cindy Chiarello  
Org-100396 SACS Review

**Taylor 306/404** (10/10)

Madison Union Operations Use Only:

Reff#: \_\_\_\_\_ INT: \_\_\_\_\_ DATE: \_\_\_\_\_

Event Title: \_\_\_\_\_  
Event Date(s): April 1-4, 2013

Org./Dept Name: \_\_\_\_\_

Event Time: 8 am / pm 5 am / pm

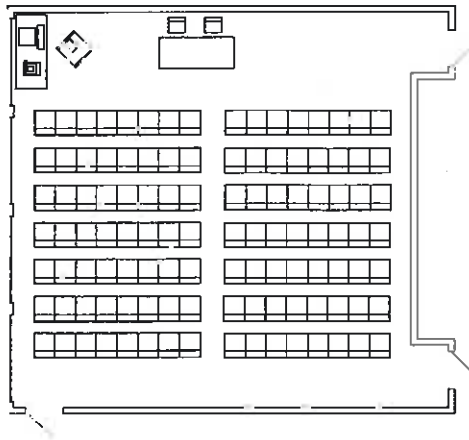
MU Set-up Time: \_\_\_\_\_

Contacts Phone #: \_\_\_\_\_

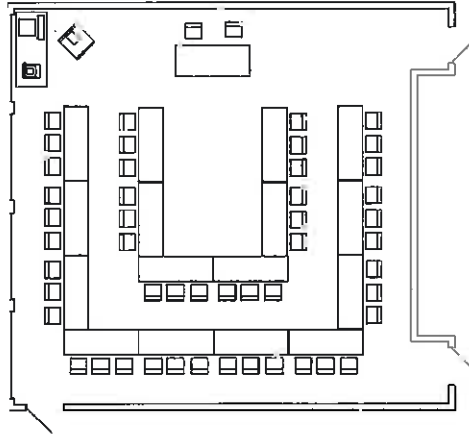
Contacts Name: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

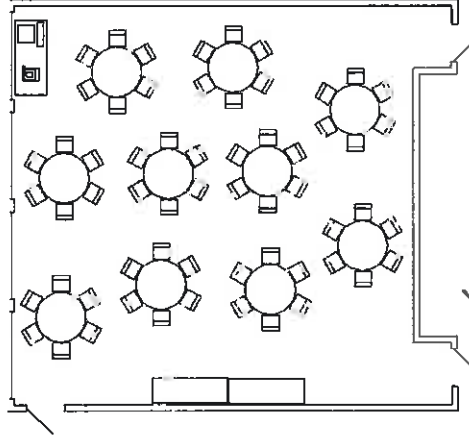
Auditorium Seating for 112



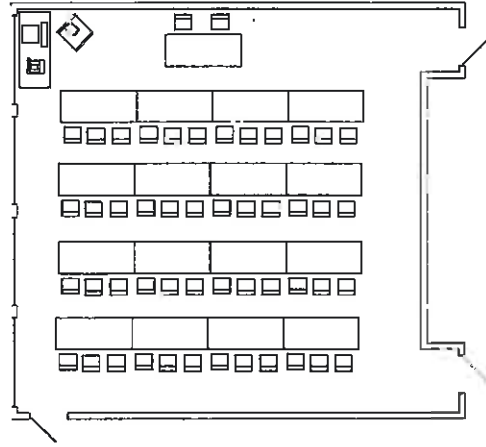
Conference Seating for 48



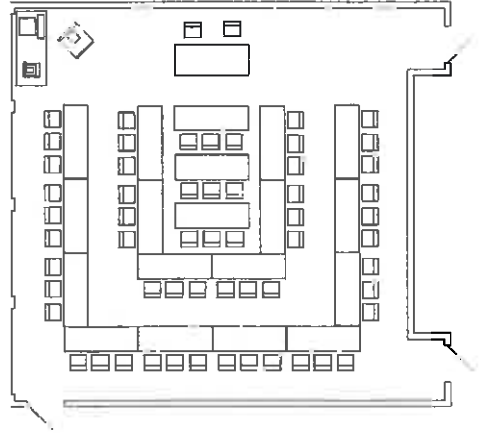
Round Seating for 60



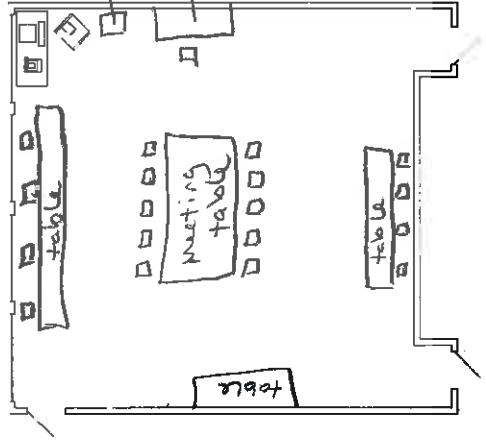
Classroom Seating for 48



Conference Seating for 57



Create Your Own



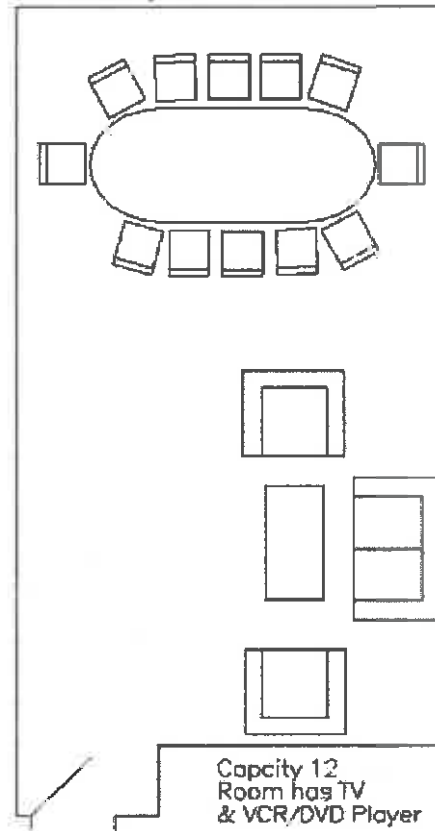
**Extra Equipment**  
**Included In Room:** Dell Computer, LCD Projector, Sound System DVD/VCR  
# \_\_\_\_\_ 6' Ft Food Tables (max 3)  
# \_\_\_\_\_ Easel/pad/markers (max 5)  
For Event Service Needs call: 540-568-5555  
Fax Diagrams: 540-568-6444  
Mail In Diagrams To: MSC 3501

# Interviews

will not change

April 2-4, 2013

305  
309  
Taylor 307

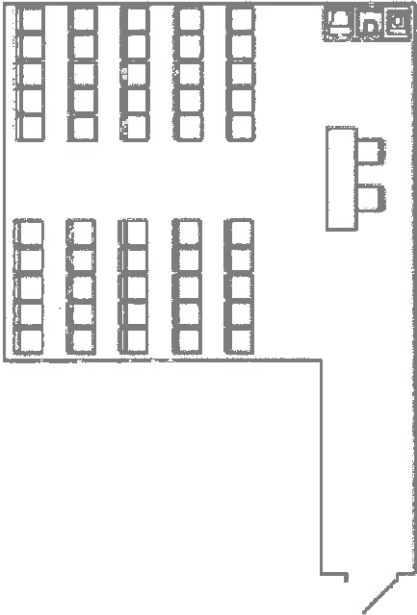


SACSCOC Reaffirmation Committee  
Visit: Interview Room

Contact-Tina Grace/Cindy Chiarello  
Org-100396 SACS Review

Taylor 400 + 402 Interviews  
if there are no more couches, a table  
w/ 10 chairs boardroom style is fine

Taylor 302 seating for 50



will not change

April 2-4, 2013

**SACSCOC Reaffirmation Committee**  
Visit: Post Interview Room

Contact-Tina Grace/Cindy Chiarello  
Org-100396 SACS Review

SACS/SCA REAC/ACREDITATION VISIT  
 Visit: Opening Meeting + QEP Presentation  
 Contact: Tina Grace/Cindy Chiarello  
 Org-100396 SACS Review

Opening Meeting + QEP Presentation

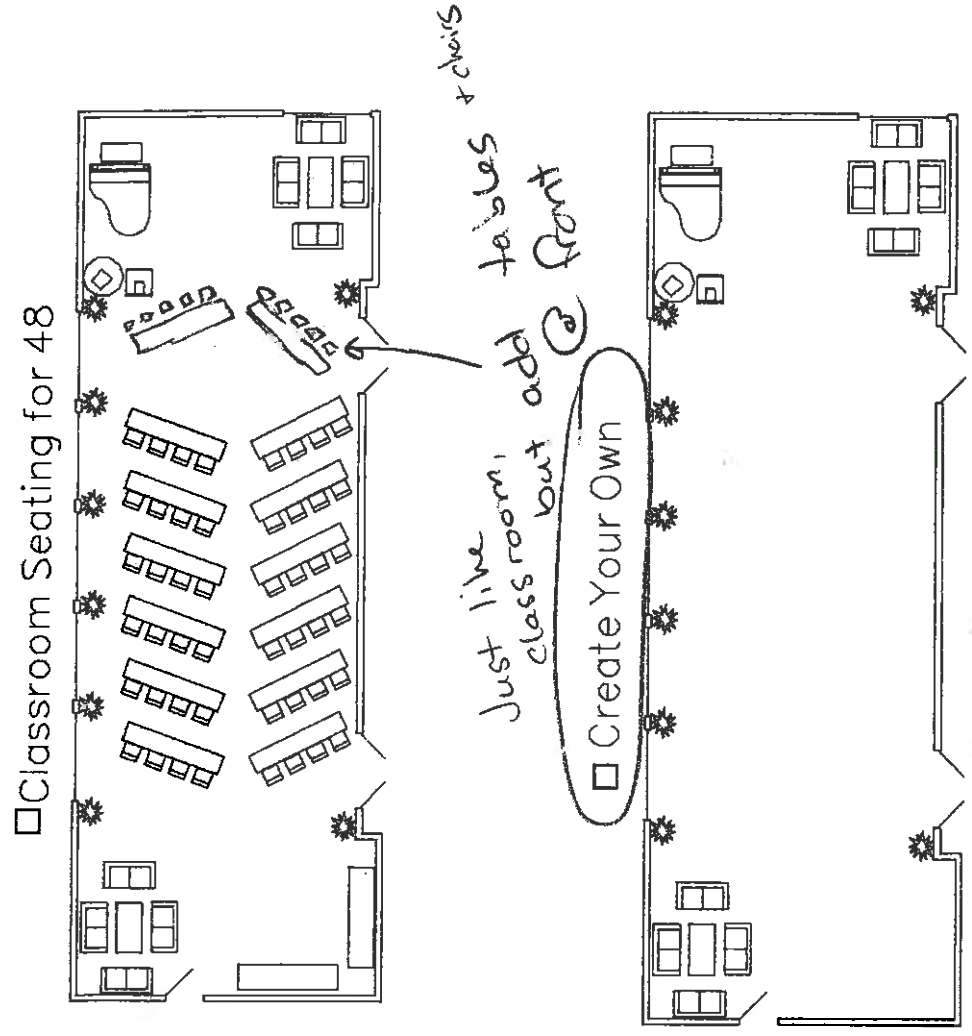
**Taylor 405** (10/10)

Madison Union Operations Use Only:  
 Ref#: \_\_\_\_\_  
 INT: \_\_\_\_\_ DATE: \_\_\_\_\_  
 MU Set-up Time: \_\_\_\_\_

Org./Dept Name: \_\_\_\_\_  
 Event Time: 2:30 am / pm 3 am / pm  
 Contacts Phone #: \_\_\_\_\_

Contacts Name: \_\_\_\_\_  
 Estimated Attendance: \_\_\_\_\_

**Extra Equipment**  
**Included In Room:** Dell Computer, LCD Projector, Sound System DVD/VCR  
 Podium \_\_\_\_\_ w/mic  
 Easel/Pad/Markers (max 5) # \_\_\_\_\_  
 Coat Rack (max 1) # \_\_\_\_\_  
 Piano (max 1) # \_\_\_\_\_  
 8'Ft Food Table (max 3) # \_\_\_\_\_  
 For Event Service Needs call: 540-568-5555  
 Fax Diagrams: 540-568-6444  
 Mail In Diagrams To: MSC 3501





**Taylor 405** (10/10)

Contact-Tina Grace/Cindy Chiarello  
Org-100396 SACS Review

Madison Union Operations Use Only:  
Ref#: \_\_\_\_\_  
INT: \_\_\_\_\_ DATE: \_\_\_\_\_

Event Title: \_\_\_\_\_

Org./Dept Name: \_\_\_\_\_

Event Date(s): April 3, 2013

Event Time: 8:30 am / pm 12 am / pm

MU Set-up Time: \_\_\_\_\_

Contacts Phone #: \_\_\_\_\_

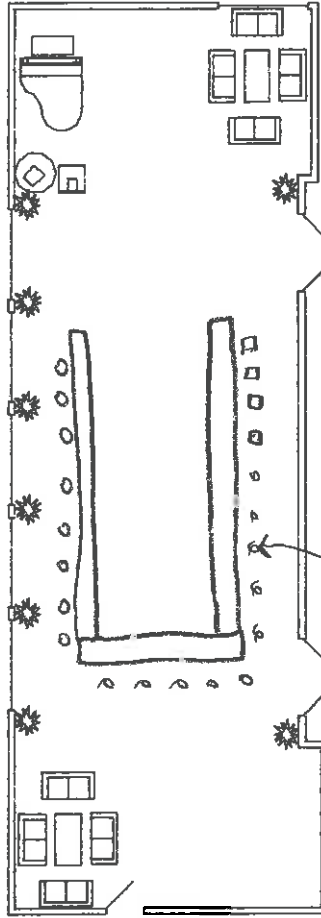
Contacts Name: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**Extra Equipment**  
**Included In Room:** Dell Computer, LCD Projector, Sound System DVD/VCR  
 \_\_\_\_\_ Podium \_\_\_\_\_ w/mic  
 # \_\_\_\_\_ Easel/Pad/Markers (max 5)  
 # \_\_\_\_\_ Coat Rack (max 1)  
 # \_\_\_\_\_ Piano (max 1)  
 # \_\_\_\_\_ 8'Ft Food Table (max 3)

For Event Service Needs call: 540-568-5555  
 Fax Diagrams: 540-568-6444  
 Mail In Diagrams To: MSC 3501

Create Your Own



Chairs around outside so all are facing each other

SACSCOC Reaffirmation Committee  
Visit: QEP Faculty Luncheon

Contact: Tina Grace/Cindy Chiarello  
Event Title: Org-100396 SACS Review

Event Date(s): April 3, 2013

Contacts Name: \_\_\_\_\_  
Contacts Phone #: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Taylor 405 (11/10)

Org./Dept Name: \_\_\_\_\_

Event Time: 12:15 am / pm / 1:30 am / pm

Contacts Phone #: \_\_\_\_\_

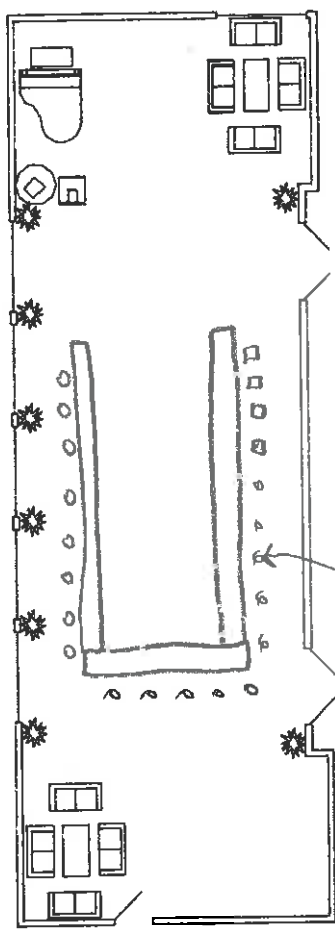
Estimated Attendance: \_\_\_\_\_

Faculty QEP Luncheon

Madison Union Operations Use Only:  
Ref#: \_\_\_\_\_  
INT: \_\_\_\_\_ DATE: \_\_\_\_\_  
MU Set-up Time: \_\_\_\_\_

**Extra Equipment**  
**Included In Room:** Dell Computer, LCD Projector, Sound System DVD/VCR  
Podium \_\_\_\_\_ w/mic  
# \_\_\_\_\_ Easel/Pad/Markers (max 5)  
# \_\_\_\_\_ Coat Rack (max 1)  
# \_\_\_\_\_ Piano (max 1)  
# \_\_\_\_\_ 8'Ft Food Table (max 3)  
  
For Event Service Needs call: 540-568-5555  
Fax Diagrams: 540-568-6444  
Mail In Diagrams To: MSC 3501

Create Your Own



Chairs around outside so all are facing each other

**Taylor 405** (10/10)  
Org./Dept Name:

Contact-Tina Grace/Cindy Chiarello  
Event Title: Org-100396 SACS Review

Event Date(s): April 4 2013

Event Time: 9 am / pm 10 am / pm

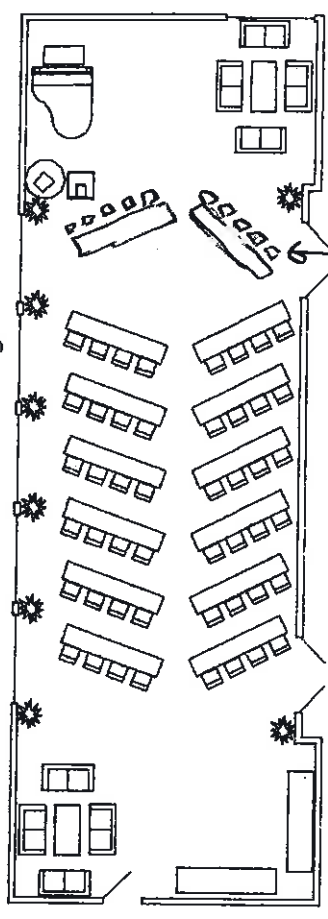
Madison Union Operations Use Only:  
Ref#: \_\_\_\_\_  
INT: \_\_\_\_\_ DATE: \_\_\_\_\_  
MU Set-up Time: \_\_\_\_\_

Contacts Phone #: \_\_\_\_\_

Contacts Name: \_\_\_\_\_  
Estimated Attendance: \_\_\_\_\_

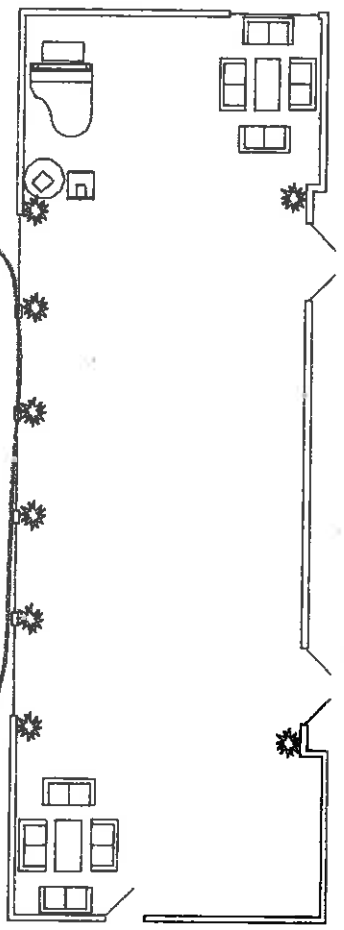
**Extra Equipment**  
**Included In Room:** Dell Computer, LCD Projector, Sound System DVD/VCR  
Podium \_\_\_\_\_ w/mic  
# \_\_\_\_\_ Easel/Pad/Markers (max 5)  
# \_\_\_\_\_ Coat Rack (max 1)  
# \_\_\_\_\_ Piano (max 1)  
# \_\_\_\_\_ 8'Ft Food Table (max 3)  
  
For Event Service Needs call: 540-568-5555  
Fax Diagrams: 540-568-6444  
Mail In Diagrams To: MSC 3501

Classroom Seating for 48



Just live classroom, but add 3 tables + chairs

Create Your Own



SASCOC Reaffirmation Committee  
Visit: Student QEP Luncheon

Student QEP Luncheon

**Taylor 306/404** (10)

Madison Union Operations Use Only:

Ref#: \_\_\_\_\_

INT: \_\_\_\_\_ DATE: \_\_\_\_\_

MU Set-up Time: \_\_\_\_\_

Event Title: Contact-Tina Grace/Cindy Chiarello  
Org-100396 SACS Review

Org/Dept Name: 100 396 SACS Review

Event Date(s): April 3 2013

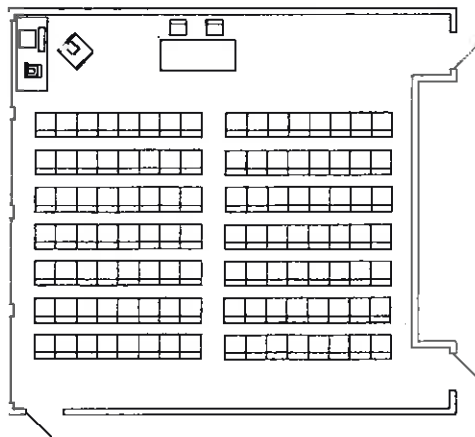
Event Time: 12:15 am / pm 1:30 am / pm

Contacts Phone #: \_\_\_\_\_

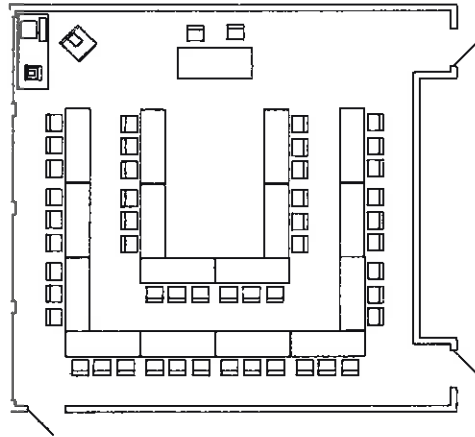
Contacts Name: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

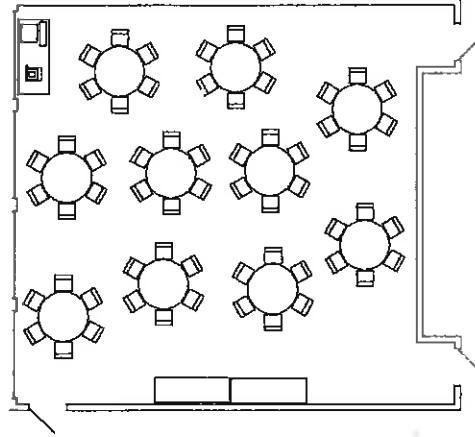
Auditorium Seating for 112



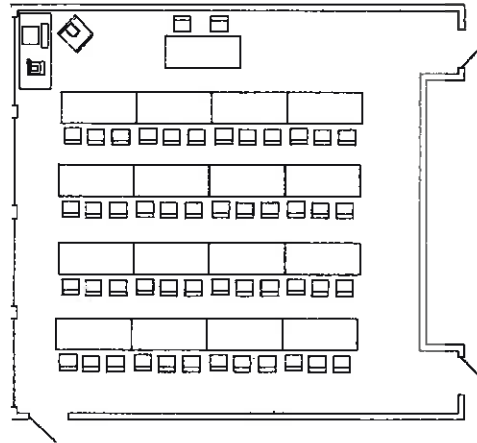
Conference Seating for 48



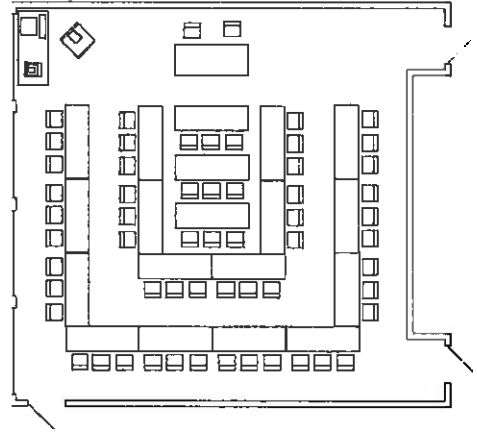
Round Seating for 60



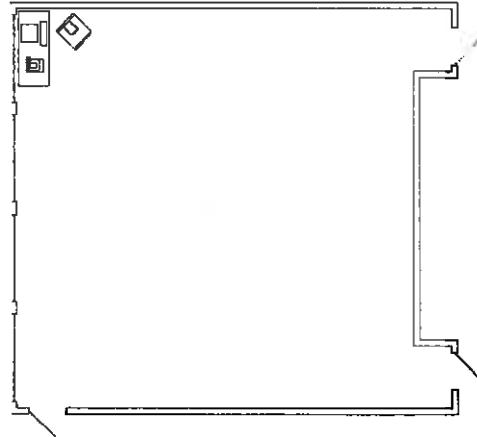
Classroom Seating for 48



Conference Seating for 57



Create Your Own



**Extra Equipment**

**Included In Room:** Dell Computer, LCD Projector, Sound System DVD/VCR

# \_\_\_\_\_ 6' Ft Food Tables (max 3)

# \_\_\_\_\_ Easel/pad/markers (max 5)

For Event Service Needs call: 540-568-5555

Fax Diagrams: 540-568-6444

Mail In Diagrams To: MSC 3501

SASCOC Reaffirmation Committee  
Visit: Dr. Warner's Class

Contact-Tina Grace/Cindy Chiarello  
Event Title: Org-100396 SACS Review

**Taylor 306/404**  
Org./Dept Name:

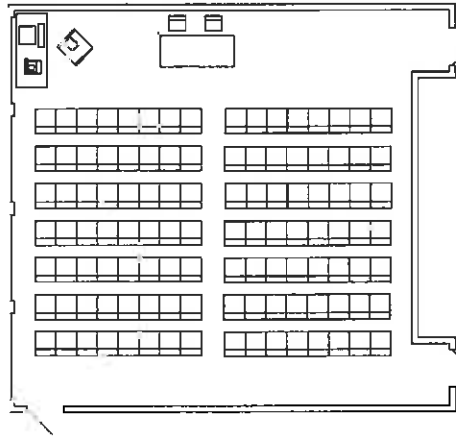
Event Date(s): \_\_\_\_\_ am / pm \_\_\_\_\_ am / pm

Contacts Name: \_\_\_\_\_

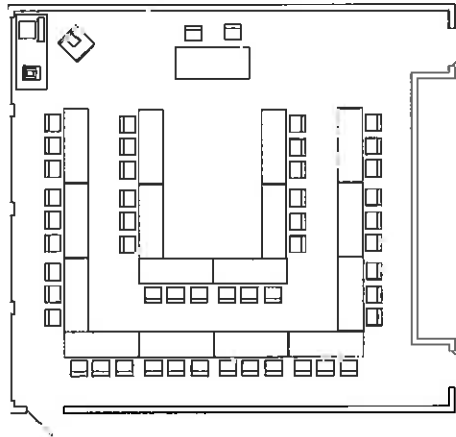
Contacts Phone #: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

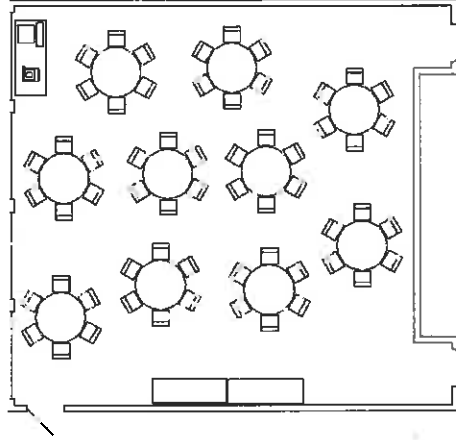
Auditorium Seating for 112



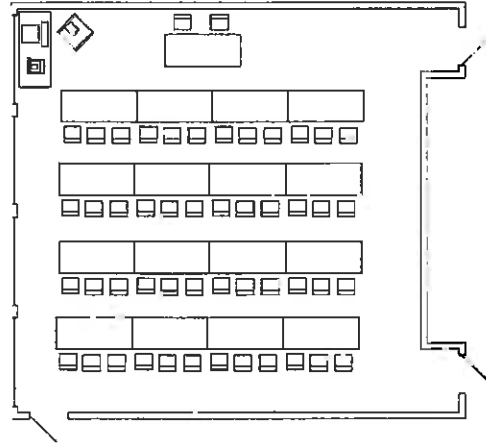
Conference Seating for 48



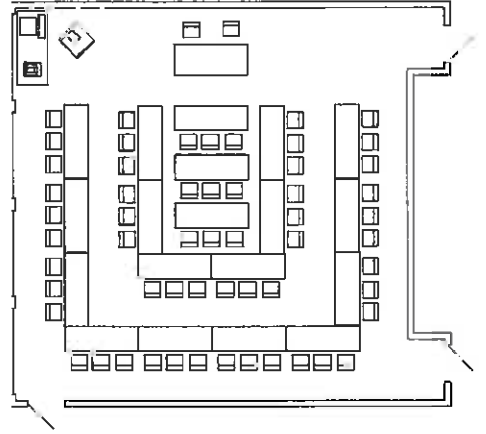
Round Seating for 60



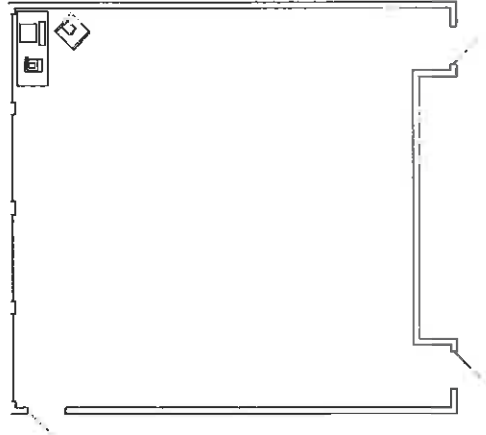
Classroom Seating for 48



Conference Seating for 57



Create Your Own



**Extra Equipment**  
**Included In Room:** Dell Computer, LCD Projector, Sound System DVD/VCR  
# \_\_\_\_\_ 6' Ft Food Tables (max 3)  
# \_\_\_\_\_ Easel/pad/markers (max 5)  
For Event Service Needs call:  
540-568-5555  
Fax Diagrams: 540-568-6444  
Mail In Diagrams To: MSC 3501

Madison Union Operations Use Only:  
Ref#: \_\_\_\_\_  
INT: \_\_\_\_\_ DATE: \_\_\_\_\_  
MU Set-up Time: \_\_\_\_\_

Dr. Warner's Class

SACSCOC Reaffirmation Committee  
Visit: boxed lunch pick up

Contact-Tina Grace/Cindy Chiarello  
Event Title: Org-100396 SACS Review

Event Date(s): April 4 2013

Taylor 306 (404) 404-1010

Org./Dept Name:

Event Time: 10 am / pm 10:30 am / pm

Contacts Phone #:

Contacts Name:

Estimated Attendance:

Auditorium Seating for 112

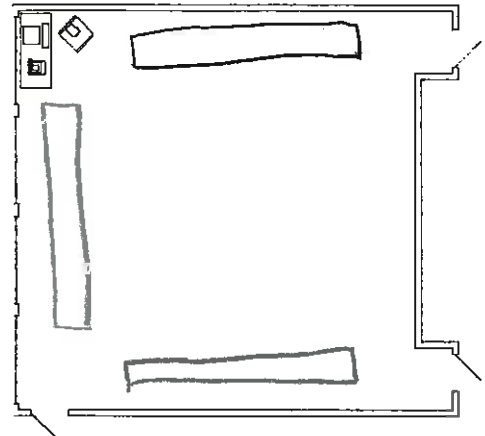
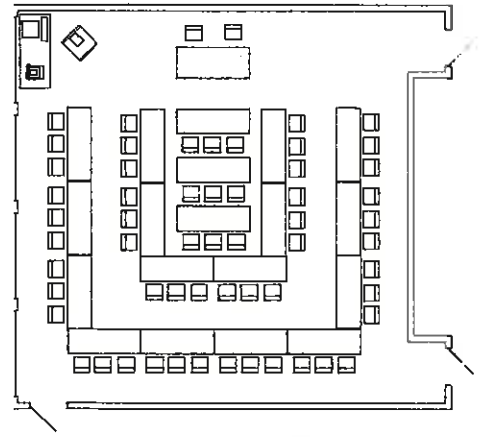
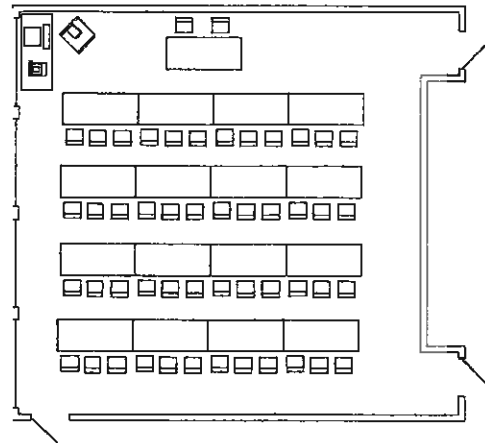
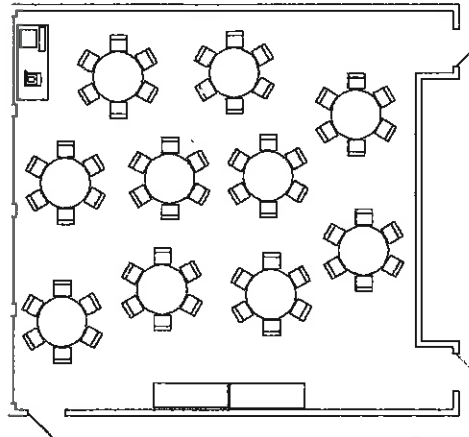
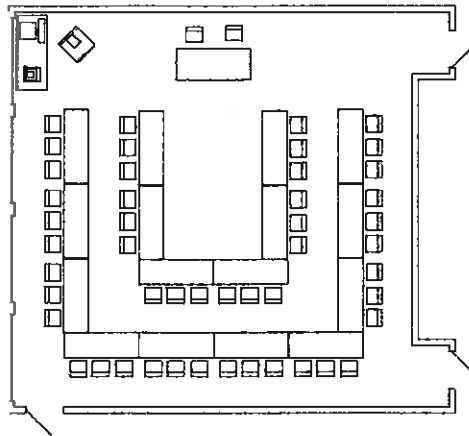
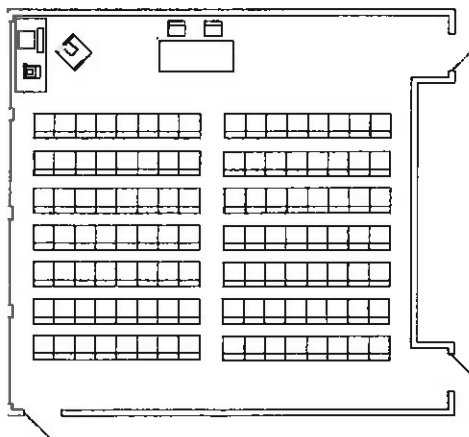
Conference Seating for 48

Round Seating for 60

Classroom Seating for 48

Conference Seating for 57

Create Your Own



**Extra Equipment**  
**Included In Room:** Dell Computer, LCD Projector, Sound System DVD/VCR  
#          6' Ft Food Tables (max 3)  
#          Easel/pad/markers (max 5)  
For Event Service Needs call:  
540-568-5555  
Fax Diagrams: 540-568-6444  
Mail In Diagrams To: MSC 3501

Leave tables around outside walls for catering to place food on

boxed lunch pick up  
Madison Union Operations Use Only:  
Ref#: \_\_\_\_\_  
INT: \_\_\_\_\_ DATE: \_\_\_\_\_  
MU Set-up Time: \_\_\_\_\_