

SSU Reaffirmation of Accreditation Important Dates

Accreditation Events	Dates of Importance
Pre-audit conducted	October-December 2018
SACSCOC Leadership Team Orientation in New Orleans	December 9, 2018
SSU's QEP Task Force formed	Spring 2019
Composition of SSU's Compliance Certification Report	June 2019-February 2020
SACSCOC Annual Meeting in Houston	December 7-10, 2019
Advisory Visit with Dr. Nuria M. Cuevas VP w/SACSCOC	April 29 & 30, 2020
Compliance Certification Report due to USG	June 1, 2020
SSU's Compliance Certification Report mailed to SACSCOC	August 28, 2020
SACSCOC Annual Meeting in Nashville	December 5-8, 2020
Focused Report (A Response to the Preliminary Findings of the Offsite Committee) & the QEP due 6 weeks before the SACSCOC On-Site Visit to SSU	January 18, 2021
SSU's On-Site SACSCOC Visit (10 member Review Team)	March 23-25, 2021
Institution's response to Reaffirmation Committee Report due	August 02, 2021
SACSCOC Board of Trustees Decision Annual Meeting in Dallas	December 4-7, 2021

Note: A publication of the IRPA Office. Updated 5/11/2019.

SSU ROAD TO REAFFIRMATION TIMELINE WITH PHASES 1-5

Anticipated Reaffirmation Timeline													
General Preparation	Conduct Planning Activities	Form Leadership Team; Develop Editorial Guidelines	Leadership Team Meets Regularly; Approves QEP Topic		Orientation of Leadership Team – Atlanta (June 2010)		Leadership Team Meets Regularly	Leadership Team Approves Compliance Report, Reviews QEP		Leadership Team Approves QEP Prepare for On-Site Visit		On-Site Peer Review Respond to On-Site Committee Report	Review by SACS Commission On Colleges
	Plan Strategy/Form Readiness Assessment Team	Begin Readiness Audit Process/Begin Gathering Evidence	Form Compliance Certification Team/ Fix Problems, Gather Evidence	Draft Narratives Continue Work on Compliance Certification Continue to fix problems			Final Edit/ Approval of Compliance Report	Compliance Report Due to SACS	Off-Site Peer Review Conducted Prepare Focused Report	Focused Report Due to SACS	Implement 1 st Phase of QEP		
QEP Preparation	Plan Strategy	Form QEP Planning Team/Begin Topic ID Process	Identify QEP Topic	Fully Develop QEP Proposal		Solicit Feedback/ Refine QEP	Edit and finalize QEP		Final Review/ Approval of QEP	QEP Due to SACS; Begin QEP Project			
	Fall 2017 –Spring 2018	Spring 2018	Summer - Fall 2018	Spring 2019	Summer 2019	Fall 2019-Spring 2020	Summer 2020	Sept. 2020	Fall 2020	Six weeks prior to on-site visit	Spring 2021	December 2021	
	2017	2018-2019		2019		2019-2020			2020-2021				

The next set of tables 1-10 are a breakout from the above table timeline that are linked to the five (5) phases of our reaffirmation process. The columns of each table are outline as followed:

1. **Target/Purpose:** this indicator is the initiative of focus during a period of time and will identify to leadership the appropriate resources required to managed towards a successful outcome;
2. **Begin and End Date:** this indicator cites the time period(s) that the focus initiative begins and ends to effectively monitor our progress;
3. **Activities:** this indicator lists the action items that are required to achieve when moving an institution through the reaffirmation of accreditation process. Here we taking into account our budget, campus brain trust, work force and resources to earn our reaffirmation of accreditation.

Table: 1

Anticipated Reaffirmation Timeline

Phase 1

Target/Purpose	Begin and End Date	Activities
General Preparation	Spring 2018-Fall 2018	<p>Conduct Planning Activities:</p> <p>A. Hire Four Assessment Coordinators</p> <ol style="list-style-type: none"> 1. Two (2) Non-Academic 2. Two (2) Academic <p>B. Establish Unit Assessment Coordinators</p> <ol style="list-style-type: none"> 1. Non-Academic Assessment Coordinators 2. Academic Program Assessment Coordinators <p>C. Implement Campus Labs</p> <ol style="list-style-type: none"> 1. Align & Upload Unit Annual Report Outline 2. Align & Upload I.E. Plan Report Outline <p>D. Conduct Training: Campus Labs</p> <ol style="list-style-type: none"> 1. Assessment Day 2. Small Groups and Individual Workshops <p>E. Attend SACSCOC Orientation for SSU</p> <p>F. Establish 2017-2018 Annual Report & I. E. Plan Submission Dates: (November 1, 2018); (January 18, 2019); & (January 28, 2019)</p>

Table 2

Anticipated Reaffirmation Timeline **Continued**

Phase 2

<p>General Preparation</p>	<p>Spring & Summer 2019</p>	<p>Form Leadership Team:</p> <ul style="list-style-type: none">A. Establish our SACSCOC Leadership Team<ul style="list-style-type: none">1. Executive Leadership Council (ELC)2. Senior Leadership Council (SLC)B. Develop Editorial GuidelinesC. Establish a Regular Meeting Day and TimeD. Receive QEP Suggestion from SSU PersonnelE. Establish Guidelines on Choosing a QEP topicF. Research, Review and Write Estimated Budgets<ul style="list-style-type: none">1. Meet with Fiscal Affairs2. Submit QEP Budget3. Submit SACSCOC On-Site Committee Budget
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Table 3

Anticipated Reaffirmation Timeline **Continued****Phase 2**

Compliance Preparation	Spring, Summer & Fall 2019	<p>Compliance Certification Development:</p> <ul style="list-style-type: none"> A. Plan Strategy/Form Readiness Assessment Team <ul style="list-style-type: none"> 1. Assign Standards to ELC/SLC Members 2. Recruit Data Extraction Team for Campus Labs B. Begin Readiness Audit Process/Begin Gathering Evidence C. Draft Narratives (SACSCOC Standards)
QEP Preparation	Spring, Summer & Fall 2019	<p>Plan Strategy:</p> <ul style="list-style-type: none"> A. Form QEP Planning Team B. Begin Topic ID Process C. Finalize QEP Topic Selection <ul style="list-style-type: none"> ➤ ELC/SLC Vote D. Advertise and Hire a QEP Director E. Research & Write the QEP Literature Review F. Fully Develop QEP Proposal

Table 4

Anticipated Reaffirmation Timeline *Continued*

Phase 3

<p>Compliance Finalization</p>	<p>January 2020 March 2020</p>	<p>Edit and Finalize Compliance Certification (CC) and the QEP:</p> <p>A. January 2020 <i>MEET</i> with the Following Teams:</p> <ol style="list-style-type: none"> 1. ELC & SLC 2. Assigned Standard Writers 3. Data Extraction Team 4. Editing Team 5. Campus Labs Compliance Assist SSU Rep. 6. Compliance Review Sub-Committee <p>B. Produce a Draft Compliance Document:</p> <ol style="list-style-type: none"> 1. Editing Team Finalize CC 2. Continue to Fix Problems 3. Set Meeting Date for Leadership Final Approval of the CC
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Table 5

Anticipated Reaffirmation Timeline **Continued****Phase 3**

<p>QEP Finalization</p>	<p>January thru March 2020</p>	<p>Plan Strategy:</p> <p>A. January 2020 MEET with the Following Teams:</p> <ol style="list-style-type: none"> 1. ELC & SLC 2. Assigned Standard Writers 3. Data Extraction Team 4. Editing Team 5. QEP Director 6. Campus Labs Compliance Assist SSU Rep. 7. Campus Labs Compliance Assist SSU Rep. <p>B. Produce a Draft QEP Document:</p> <ol style="list-style-type: none"> 1. Editing Team Finalize QEP 2. Continue to Fix Problems 3. Set Meeting Date for Leadership Final Review and Approval of the QEP
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Table 6

Anticipated Reaffirmation Timeline **Continued****Phase 4**

Over Sight USG	January thru March 2020	<p>Package Documents for USG:</p> <p>A. Prepare <u>Compliance Certification</u> for delivery to USG SACSCOC POC</p> <ol style="list-style-type: none"> 1. Establish Webpage Link 2. Test Run ALL links 3. Forward Link to USG by April 1, 2020 <p>B. Prepare <u>QEP</u> for delivery to USG SACSCOC Consultant</p> <ol style="list-style-type: none"> 1. Establish Webpage Link 2. Test Run ALL links 3. Forward Link to USG by April 1, 2020
Receive Drafts Back from USG	<p>May 18, 2020</p> <p><u>July 1,</u> <u>2020</u></p>	<p>Meeting with Editing Team and Others:</p> <p>A. Review, Research, Make Corrections</p> <p>B. Forward the Corrected CC and QEP to ELC and SLC for Review, Questions, and Recommendations (If any).</p> <p>C. <u>Set Meeting Date and Time for Documents Final Review and Approval from SSU Leadership.</u></p> <p>D. Assemble Documents for submission to SACSCOC</p> <ol style="list-style-type: none"> 1. CC submit by September 1, 2020 2. QEP submit by January 18, 2021

Table 7

Anticipated Reaffirmation Timeline **Continued****Phase 5**

Focused Report Preparations	<p>Date of Receipt: TBA</p> <p>Date of Submission: TBA</p>	<p>Focused Report:</p> <ol style="list-style-type: none"> 1. Receive Feedback from the SACSCOC Off-Site Committee. 2. Research, Review, Correction and Prepare the Focused Report. 3. Submit and Receive Back Editing Team’s Corrected Focused Report. 4. Forward the Focused Report to ELC and SLC for Review, Questions, and Recommendations (If any). 5. Set Meeting Date for Leadership Review and Final Approval of the Focused Report 6. Prepare Focused Report for SACSCOC Submission (Date of submission TBA)
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Table 8

Anticipated Reaffirmation Timeline **Continued****Phase 5**

Focused Report Preparations	<p>Date of Receipt: TBA</p> <p>Date of Submission: TBA</p>	<p>Focused Report:</p> <ol style="list-style-type: none"> 1. Receive Feedback from the SACSCOC Off-Site Committee 2. Research, Review, Correction and Prepare the Focused Report 3. Submit and Receive Back Editing Team’s Corrected Focused Report. 4. Forward the Focused Report to ELC and SLC for Review, Questions, and Recommendations (If any). 5. Set Meeting Date for Leadership Review and Final Approval of the Focused Report. 6. Prepare Focused Report for SACSCOC Submission (Date of submission TBA)
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Table 9

Anticipated Reaffirmation Timeline **Continued****Phase 5**

SACSCOC On-Site Preparations	February 2021 thru March 26, 2021	<p>SACSCOC On-Site Visit Action Items:</p> <ol style="list-style-type: none"> 1. Obtain Reaffirmation Committee Roster from SACSCOC 2. Contact SACSCOC Staff Rep. and Reaffirmation Committee's Chair 3. Submit to them SSU's Information Outline for Committee Visit 4. Make Hotel Accommodations 5. Establish Meal Protocol 6. Solidify Transportation <ol style="list-style-type: none"> a. From and to the Airport b. From the Hotel and Campus 7. Purchase a polite gift 8. Establish a on campus work space 9. Establish Mandatory Attendance of all ELC and SLC (Limit Vacation Request) 10. Have Umbrellas on the ready 11. Market QEP Topic and purchase paraphernalia for campus aesthetics 12. Purchase workroom supplies
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Table 10		
Anticipated Reaffirmation Timeline Continued		
Phase 5		
Respond to On-Site Committee Report	TBA 2021	<p>On-Site Committee's Report Response Steps:</p> <ol style="list-style-type: none"> 1. Receive Feedback from the SACSCOC On-Site Committee's Report. 2. Research, Review, Correction and Prepare the Response to the On-Site Committee's Report. 3. Submit and Receive Back Editing Team's Corrected of the Report. 4. Forward the said Report to ELC and SLC for Review, Questions, and Recommendations (If any). 5. Set Meeting Date for Leadership Review and Final Approval of the On-Site Committee's Report. 6. Prepare Report for SACSCOC Submission (Date of submission TBA)