

Anticipated Reaffirmation Timeline (Class of 2023)

General preparation	Orientation of Leadership Team – Virtual (Dec 2020)	Conduct Planning Activities	Form Leadership Team; Develop Editorial Guidelines	Leadership Team Meets Regularly; Approves QEP Topic	Leadership Team Meets Regularly	Leadership Team Approves Compliance Report, Reviews QEP	Leadership Team Approves QEP Prepare for On-Site Visit	Receive On-Site Review Team Oct. 10-13	Review by the Commission on Colleges	
Compliance Preparation	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 March 1, 2022	Off-Site Peer Review Done; Prepare Focused Report	Focused Report Due to SACS		Respond to On-Site Committee Report
QEP Preparation	Plan Strategy	Form QEP Planning Team/Begin Topic ID Process	Identify a QEP topic.	Fully Develop the QEP Proposal	Solicit Feedback/ Refine QEP	Edit and finalize QEP	Final review/QEP approval	QEP due to SACS August 31, 2022	Fully Implement 1st Phase of QEP	COC Meeting June 2023
Follow up!! Follow up!! Follow up!!	Fall 2020 Spring 2021	Spring 2021	Summer 2021 Fall 2021	Spring 2021	Fall 2021- Spring 2022	Summer 2022 Follow up!! Follow up!!	Fall 2022	Follow up!! Follow up!! Follow up!!	Follow up!! Follow up!! Follow up!!	
2020 2021-22 2021-22 2021-22 2022-23										

Table: 1

Anticipated Reaffirmation Timeline

Phase 1		
General Preparation	Fall 2020-Spring 2021	Conduct Planning Activities A. Conduct Training: SACSCOC Principles, Substantive Change and Reaffirmation 1. Directors Training 2. Faculty and Staff Training 3. Small Groups and Individual Workshops B. Attend SACSCOC Orientation for Class 2023

Table 2

Anticipated Reaffirmation Timeline

Continued

Phase 2

General Preparation

Spring & Summer 2021

Form Leadership Team:

A. Establish our SACSCOC Leadership Team

- 1. Executive Leadership Council
- 2. Senior Leadership Council
- 3. Steering Committees

B. Develop Editorial Guidelines

C. Establish a Regular Meeting Day and Time

D. Receive QEP Suggestion from R-CCC Personnel

E. Establish Guidelines on Choosing a QEP topic

F. Select a QEP Lead Evaluator

G. Research, Review and Write Estimated Budgets

- 1. Meet with Fiscal Affairs
- 2. Submit QEP Budget
- 3. Submit SACSCOC On-Site Committee Budget

Table 3

Anticipated Reaffirmation Timeline

Continued

Phase 2		
Compliance Preparation	Spring, Summer & Fall 2021	<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 Leadership Teams/Steering Committees 2. Recruit Data Team (Who will collect and upload the evidence?) B. Begin Readiness Audit Process/Begin Gathering Evidence C. Draft Narratives (SACSCOC Standards)
QEP Preparation	Spring, Summer & Fall 2021	<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		
Compliance Finalization	January 2022- March 2022	Edit and Finalize Compliance Certification (CC) and the QEP: A. January 2022 MEET with the Following Teams: 1. ELC & SLC 2. Assigned Standard Writers 3. Data Extraction Team 4. Editing Team 5. Campus Labs/AnthologyR-CCC Rep. 6. Compliance Review Sub-Committee B. Produce a Draft Compliance Document: 1. Editing Team Finalize CC 2. Continue to Fix Problems 3. Set Meeting Date for Leadership Final Approval of the CC

Table 5

Anticipated Reaffirmation Timeline

Continued

Phase 3		
<p>QEP Finalization</p>	<p>January thru August 2022</p>	<p>Plan Strategy:</p> <p>A. January 2022 MEET with the Following Teams:</p> <ol style="list-style-type: none">1. ELC & SLC2. Assigned Standard Writers3. Data Extraction Team4. Editing Team5. QEP Director6. Campus Labs/Anthology R-CCC Rep.7. Campus Labs/Anthology R-CCC Rep. <p>B. Produce a Draft QEP Document:</p> <ol style="list-style-type: none">1. Editing Team Finalize QEP2. Continue to Fix Problems3. Set Meeting Date for Leadership Final Review and Approval of the QEP

Table 6	Anticipated Reaffirmation Timeline		Continued
Phase 4			
Oversight	January thru March 2022	<p>Package Documents for USPS:</p> <p>A. Prepare <u>Compliance Certification</u> for delivery to Campus Labs/Anthology and to SACSCOC</p> <ol style="list-style-type: none"> 1. Establish Webpage Link 2. Test Run ALL links 3. Forward Link to SACSCOC by February 15, 2022 <p>B. Prepare <u>QEP</u> for delivery to Campus Labs/Anthology</p> <ol style="list-style-type: none"> 1. Establish Webpage Link 2. Test Run ALL links 3. Forward Link to SACSCOC by August 31, 2022 	
Receive Drafts Back from Reviewers	Jan 2022 thru Feb 2022	<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 R-CCC Leadership.</u></p> <p>D. Assemble Documents for submission to SACSCOC</p> <ol style="list-style-type: none"> 1. CC submit by February 15, 2022 2. QEP submit by August 31, 2022 	

Table 7

Anticipated Reaffirmation Timeline

Continued

Phase 5

Focused Report Preparations

Date of Receipt:
TBA

Date of Submission: TBA

Focused Report:

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)

Table 8

Anticipated Reaffirmation Timeline

Continued

Phase 5

<p>Focused Report Preparations</p>	<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 Committee2. Research, Review, Correction and Prepare the Focused Report3. 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

<p>SACSCOC On-Site Preparations</p>	<p>July 2022 thru October 2022</p>	<p>SACSCOC On-Site Visit Action Items:</p> <ol style="list-style-type: none">1. Obtain Reaffirmation Committee Roster from SACSCOC2. Contact SACSCOC Staff Rep. and Reaffirmation Committee’s Chair3. Submit to them R-CCC’s Information Outline for Committee Visit4. Make Hotel Accommodations5. Establish Meal Protocol6. Solidify Transportation<ol style="list-style-type: none">a. From and to the Airportb. From the Hotel and Campus7. Purchase a polite gift8. Establish a on campus workspace9. Establish Mandatory Attendance of all ELC and SLC (Limit Vacation Request)10. Have Umbrellas on the ready11. Market QEP Topic and purchase paraphernalia for campus aesthetics12. Purchase workroom supplies
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Table 10	Anticipated Reaffirmation Timeline		Continued
Phase 5			
Respond to On-Site Committee Report	<u>TBA</u>	<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) 	

