

**SACS COMPLIANCE WORKSHEET**

Item Number	Description	Person Responsible for Narrative	Support Persons	Key Documentation Needed	Narrative Due Date for Draft	Current Status of Narrative
<b>2. Core Requirements</b>						
2.1	Degree-granting authority	May, Johnson	Lucey,Carrocci	GA, MS authorization letters; AL state statute; Birmingham letter	3/1/2005	
2.2	Governing board	May	Lucey	BOT By-Laws & minutes	3/1/2005	
2.3	Chief Executive Officer	May	Lucey	BOT By-Laws & minutes	3/1/2005	
2.4	Statement of Mission	May, Johnson	Lucey	FactBook, Web Pages, Student Handbook, Bulletin of Information	3/1/2005	
2.5	Institutional Effectiveness	Johnson	Carrocci, May	Annual Operating Plans and Reports; Executive Summary Reports; analyses of surveys -- alumni, NSSE, CIRP, etc.; Templates and Manuals; 2000 SACS 5th year report; Strategic Plan - old and new; sample emails giving feedback on reports an	2/15/2005	partially complete --have scanned around 200 documents to date
2.6	Institution in operation	Johnson	Carrocci	Proof of class offerings	3/1/2005	
2.7	General degree program requirements	Carrocci	Johnson	Bulletin	3/1/2005	
2.8	Numbers of faculty	Johnson	Carrocci	FactBook; Course Offering data	3/1/2005	
2.9	Library, other learning and information resources	Whitham, Bell	Carrocci	Photos, compilations of materials available and services offered	2/15/2005	
2.1	Student support programs and service	Mulloy, Gerl, Bergan		Range of services and examples/calendars of offerings -- residence hall programs, intramurals, counseling, wellness center, etc.	2/15/2005	
2.11	Financial stability	Yellin	Shirazi	See 3.10.1	3/1/2005	see 3.10.1
<b>3. Comprehensive Standards</b>						
<b>Institutional Mission, Governance, and Institutional Effectiveness</b>						
<b>3.1 Institutional Mission</b>						
3.1.1	Comprehensive statement of mission	May, Johnson	Lucey	see 2.4	3/1/2005	
<b>3.2 Governance and Administration</b>						
3.2.1	Selection of chief executive officer	May	Lucey	By-Laws; Board Minutes; documents from last presidential search	3/1/2005	
3.2.2	Legal authority and operating control	May	Lucey	By-Laws; Board Minutes	3/1/2005	
3.2.3	Governing Board, conflict of interest	May	Lucey	By-Laws; Board Minutes	3/1/2005	Draft policy developed for BOT approval in February

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3.2.4	Governing Board, undue influence	May	Lucey	By-Laws; Board Minutes	3/1/2005	
3.2.5	Governing Board, dismissal	May	Lucey	By-Laws; Board Minutes	3/1/2005	
3.2.6	Governing Board, distinction of duties	May	Lucey	By-Laws; Board Minutes	3/1/2005	
3.2.7	Institution, organizational structure	P. Davis	May, Carrocci	org charts; policy & procedures manual	3/1/2005	
3.2.8	Institution, qualified administration	Cabinet		resumes and transcripts	3/1/2005	
3.2.9	Institution, appointment and employment	P. Davis	Cabinet	Policy & Procedures manual; vitae	3/1/2005	
3.2.10	Institution, evaluation of administrators	May	Lucey	By-Laws; emails; sample forms with results	3/1/2005	
3.2.11	Chief executive officer, intercollegiate athletics	Gerl	Lucey	By-Laws; NAIA documents	3/1/2005	
3.2.12	Chief executive officer, fund-raising	Lucey	Finkbohner	By-Laws	3/1/2005	
3.2.13	Institution, foundation	Yellin	Lucey	SHC Foundation docs	3/1/2005	
3.2.14	Institution, ownership of materials	Carrocci	Johnson	Faculty manual; faculty assembly minutes; Board minutes	3/1/2005	Draft policy before FDW Committee for consideration
<b>3.3 Institutional Effectiveness</b>						
3.3.1	Outcomes assessment, analyses for improvement	Johnson	Carrocci; May	Annual Operating Plans and Reports -- at least 3 years; Executive Summary Reports; analyses of surveys -- alumni, NSSE, CIRP, etc.; Templates and Manuals; 2000 SACS 5th year report; Strategic Plan - old and new; sample emails giving feedback on reports and plans; ad hoc and standing committee reports (computer, athletics, core development, etc.)	2/15/2005	partially complete --have scanned around 200 documents to date [this is virtually identical to 2.5]
<b>Programs</b>						
<b>3.4 Educational Programs: Standards for All Education Programs (Includes all on-campus, off-campus, and distance learning programs)</b>						
3.4.1	Approved by faculty, learning outcomes	Carrocci		Faculty Manual; Faculty Assembly and Curriculum Committee minutes	2/15/2005	
3.4.2	Distance education programs	Genz	Carrocci		2/15/2005	
3.4.3	Admissions policies	Hines; Genz	Carrocci	Bulletin; audit of student files	2/15/2005	

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3.4.4	Policies for evaluating, awarding and accepting academic credit	Moore; Mulloy	Carrocci	Bulletin; transcripts; articulation or transfer credit documents; portfolio evaluation documents;	2/15/2005	
3.4.5	Dissemination of academic policies	Moore; Mulloy	Carrocci	Faculty Manual; Committee minutes; Bulletin	2/15/2005	
3.4.6	Practices for awarding academic credit	Moore; Mulloy	Carrocci	Bulletin; transcripts; policy manuals	2/15/2005	
3.4.7	Consortial and contractual educational programs	Johnson; Genz	Carrocci	Includes TIPS, Georgia, Mississippi. New Atlanta program contracts. Also Dauphin Island Sea Lab, study abroad	2/15/2005	
3.4.8	Awarding of academic credit for non-credit work	Genz	Carrocci	Portfolio policies and examples; DANTES, CLEP, AP bulletin copy; sample transcripts with credit posted	2/15/2005	
3.4.9	Academic support services	Mulloy	Carrocci	List of services and their use -- tutoring, career services, advising procedures (including survey results), SON	2/15/2005	
3.4.10	Defines and publishes general and major program requirements	Johnson; Division Chairs; Program Directors	Carrocci	Bulletin	2/15/2005	
3.4.11	Security of student academic records	Moore	Carrocci	Descriptions of procedures and facilities; FERPA statements; emails and other documents regarding Adminweb	2/15/2005	
3.4.12	Faculty responsibility for quality and oversight	Johnson	Carrocci	Faculty Manual; committee minutes	2/15/2005	
3.4.13	Curriculum development, program coordinators	Johnson	Carrocci	List of programs with a name associated with each one. Also, Bulletin	2/15/2005	
3.4.14	Use of technology to enhance student learning	Bell; Whitham	Carrocci	Facilities and Equipment inventories; usage evidence; Faculty development grants awarded; examples of usage; ERes details; software info; on-line resource guides	2/15/2005	
<b>3.5 Educational Programs: Undergraduate Programs</b>						

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3.5.1	Competencies within general education core	M. Davis	Carrocci; Johnson	Assessment reports; results from surveys; Bulletin copy	3/1/2005	Margaret Davis will be attending a conference on assessing the core -- should be helpful
3.5.2	Degree credit earned at institution	Moore		Bulletin and audit of recent transcripts	2/15/2005	
<b>3.6 Educational Programs: Graduate and Post-Baccalaureate Professional Programs</b>						
3.6.1	Academic contents progressively advanced	Johnson; Genz	Graduate Program Directors; Carrocci	Syllabi compared to undergrad courses; samples of student work	2/15/2005	
3.6.2	Independent learning	Johnson; Genz	Carrocci	Examples for each graduate program; capstone course info	2/15/2005	
3.6.3	Degree credits earned at institution	Johnson; Genz	Carrocci	Bulletin and audit of recent transcripts	2/15/2005	
<b>3.7 Faculty</b>						
3.7.1	Qualifications	Johnson	Carrocci; Division Chairs	Faculty Roster; Transcripts; Portfolios for those not meeting guidelines	3/15/2005	Working with Chris Hughes to develop a better way to input credentials information.
3.7.2	Evaluation	Johnson	Carrocci	Forms, procedures; actual examples [names deleted or blacked out]	2/15/2005	
3.7.3	Professional development	Girard	Carrocci	Summaries of offerings; Faculty Development website; resources; workshop documents, summary of faculty activities reports	2/15/2005	
3.7.4	Academic freedom	Johnson	Carrocci	By-Laws, Faculty Manual	2/15/2005	
3.7.5	Published policies on responsibility and authority	Johnson	Carrocci	Faculty Manual	2/15/2005	
<b>3.8 Library and Other Learning Resources</b>						
3.8.1	Facilities and instructional support services	Bell; Whitham	ITS & Library staff	Inventories, photos, comparisons to ALA and other standards	2/15/2005	

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3.8.2	Access to instruction in use	Whitham; Bell	ITS & Library staff	Schedules of information offerings; freshman seminar info; ENG 122 info; use of bibliographic instruction in other courses; workshop handouts	2/15/2005	
3.8.3	Qualified staff	Whitham; Bell	ITS & Library staff	resumes, transcripts, certifications	2/15/2005	
<b>3.9 Student Affairs and Services</b>						
3.9.1	Student rights and responsibilities	Gerl		Student Handbook, website; Badger Beat links	3/1/2005	
3.9.2	Security of student affairs records	Gerl; Mulloy		procedures and examples	3/1/2005	
3.9.3	Qualified student affairs personnel	Gerl; Mulloy		resumes and transcripts	3/1/2005	
<b>Resources</b>						
<b>3.10 Financial and Physical Resources</b>						
3.10.1	Financial stability	Yellin	Lucey	Audits and management letters; comparison to NACUBO standards; consultant reports; documents prepared for bond issue; tables of ratios with explanations; benchmark comparisons	3/1/2005	Working with External Consultant and Board Members to determine best strategy
3.10.2	Financial statements and related documents	Yellin	Shirazi	Audited statements, management letters	3/1/2005	
3.10.3	Audits financial aid	Weeden	Hines	Audit reports, A-133	3/1/2005	
3.10.4	Financial control over financial and physical resources	Yellin	Shirazi	Audits; procedures manuals; contracts for services; budget controls; purchasing controls	3/1/2005	
3.10.5	Financial control, sponsored programs, research	Yellin	Girard	Audits; letters from grantors; lists of grants and controls used	3/1/2005	
3.10.6	Healthy, safe and secure environment	Crosby	Yellin, May	Inventories, audits, lab info, crime stats, OSHA audits	3/1/2005	
3.10.7	Physical facilities	May	Yellin, Gerl	Photos; inventories; campus map; master plan	3/1/2005	
<b>4. Federal Requirements</b>						
4.1	Evaluation of student achievement	Johnson	Chairs; Kellen	alumni survey; placement data; ETS scores	2/15/2005	
4.2	Curriculum appropriate	Johnson	Carrocci	mission compared to offerings	2/15/2005	
4.3	Availability of calendars and policies	Johnson	Carrocci	bulletin; web; Badger Beat	2/15/2005	

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4.4	Program length appropriate to degrees	Johnson; Genz		Calendars, summary of degree completion times; Will need to clarify with OL and any new Atlanta offerings	2/15/2005	
4.5	Procedures for student complaints	Johnson	Cabinet; P. Davis	Need to have a broad statement inserted in the Bulletin. New complain resolution procedures will probably fulfill this requirement	2/15/2005	
4.6	Recruitment	Pochard; Genz	Hines; Carrocci	view book, all recruitment materials (including LLL & Grad); samples of scripts/open house talks	3/1/2005	
4.7	Accreditor information	Johnson		Bulletin; recruiting materials	2/15/2005	
4.8	Title IV Compliance	Weeden	Hines	Audit reports [see 3.10.3]	3/1/2005	

Informational Note: SACS does not recognize "partial compliance" in its deliberations. "Partial" means "No" in deciding whether or not to write a recommendation.