

# SACSCOC Fifth-Year Interim Report Planning and Preparation

(updated 10/22/2018)

<http://www.sacscoc.org/FifthYear.asp>

**Note:** Florida Atlantic University is a Level VI, Track B institution. We were last reaffirmed in 2013 with our next reaffirmation date set for 2023. [NOTE: SACSCOC recently changed our next reaffirmation date to 2024.] The 5<sup>th</sup> Year Interim Report for FAU will be due to SACSCOC March 15, 2019.

This updated document reflects the new changes to the principles and standards that were approved at the December 2017 annual meeting.

<http://www.sacscoc.org/pdf/Resource%20Manual%202018.pdf>.

## **Components of the 5<sup>th</sup> Year Interim Report**

- ✓ Signature Attesting to Integrity of the Report
- ✓ Institutional Summary Form
- ✓ 5<sup>th</sup> Year Compliance Certification
- ✓ 5<sup>th</sup> Year Follow-Up Report (will not be required for FAU)
- ✓ QEP Impact Report

Prior to submission to SACSCOC, the final report will be reviewed by the FAU Executive Leadership Team, Academic Deans, the SACSCOC Liaison, the Lead Internal Editor/Internal Editorial Team and the External Review Consultant.

## **Executive Leadership Team**

John Kelly, President

Jeff Atwater, Vice President of Strategic Initiatives and Chief Financial Officer

Bret Danilowicz, Provost and Vice President of Academic Affairs

Daniel Flynn, Vice President of Research

Peter Hull, Vice President, Public Affairs

David Kian, Vice President, Legal Affairs and General Counsel

Corey King, Vice President, Student Affairs

Danita Nias, Vice President for Advancement, Chief Executive Officer, FAU Foundation

Stacy Volnick, Vice President, Administrative Affairs and Chief Administrative Officer

Brian White, Vice President and Director of Athletics

## **Academic Deans**

Stella Batalama, College of Engineering and Computer Science

Phillip Boiselle, College of Medicine

Valerie Bristor, College of Education

Ellen Goldey, Honors College

Dan Gropper, College of Business  
Wes Hawkins, Design and Social Inquiry  
Carol Hixson, University Libraries  
Michael Horswell, Arts and Letters  
Edward Pratt, Undergraduate Studies  
Ata Sarajedini, College of Science  
Marlaine Smith, Nursing  
Khaled Sobhan, Graduate College (Interim)

### **SACSCOC Liaison**

Russ Ivy—Dr. Ivy will be responsible for the overall design and management of the process, organizing the working and steering groups, contracting with the external consultant, and creating and managing the work flow chart and timeline. He will also serve as the official FAU contact with SACSCOC throughout this process.

### **Lead Internal Editor**

Jeff Buller—Dr. Buller will be responsible for assisting the working groups in the interpretation of the SACSCOC principles and standards and approving the written support and documentation that FAU is in compliance with each standard that is to be addressed in the 5<sup>th</sup> year interim report. Dr. Buller will also act as liaison between the external consultant and the working groups. He has served as a SACSCOC reviewer in the past and we will rely on his experience and expertise to guide us in demonstrating compliance for the final report.

### **Final Copy Internal Editor**

Carol Hixson—After all edits have been made from the suggestions by the Lead Internal Editor and the External Editor, Dean Hixson will be responsible for putting the document in one voice and all final edit “polishing” such as link checks, consistent referencing, etc. She has served as a SACSCOC reviewer in the past and we will rely on her experience and expertise to guide us in demonstrating compliance for the final report.

### **External Review Consultant**

Barry Goldstein, former SACSCOC VP

### **Organization and Responsibilities of the FAU SACSCOC 5<sup>th</sup> Year Interim Report Teams**

As we prepare for the 5<sup>th</sup> year Interim Report, we will organize our team into an internal editorial committee and a steering committee that will oversee the assigned tasks of multiple working groups needed to complete the report as well as prepare the institutional summary form. A share site will be developed that will contain our last full submission and samples of 5<sup>th</sup> year reports from other institutions. We will also include any pertinent documents from SACSCOC conferences, workshops or other SACSCOC communications. For access to the sharepoint site, please contact Debra Szabo – [dszabo@fau.edu](mailto:dszabo@fau.edu).

### **Internal Editorial Committee**

Jeff Buller, Director and Professor, Leadership and Professional Development  
Michele Hawkins, Vice Provost  
Carol Hixson, Dean, University Libraries  
Russ Ivy, Senior Associate Provost for Academic Affairs and SACSCOC Liaison  
Jason Ball, Associate Provost and Chief Information Officer  
Debra Szabo, Assistant Director of Programs and Assessment

### **Steering Committee Members**

Russ Ivy (Chair), Senior Associate Provost for Academic Affairs and SACSCOC Liaison  
Jason Ball, Associate Provost and Chief Information Officer  
Tracy Boulukos, Assistant Provost for Enrollment Management  
Jeff Buller, Director and Professor, Leadership and Professional Development  
James Capp, Assistant Provost for Academic Operations and Planning  
Donna Chamely-Wiik, Assistant Dean for Undergraduate Research (QEP Director)  
Paul Hart, Associate Dean, College of Business  
Michele Hawkins, Vice Provost for Academic Affairs  
Brian Hodge, University Registrar  
Ying Liu, Assistant Provost, Institutional Effectiveness & Analysis

Each steering committee member will be charged with the following responsibilities:

- 1) Review pertinent sections of the 2013 submission from FAU.
- 2) Review 5<sup>th</sup> Year reports in the sharepoint.
- 3) Oversee the working groups to make sure that they are on track with our timeline and that their documentation of standards and requirements is at the level of compliance.
- 4) Help set intermediate goals and timelines for the working groups.
- 5) Review and re-evaluate the working group structure/membership as needed.
- 6) Monitor the SACSCOC website and listserv for changes to standards and requirements as well as tips for compliance. Listserv=Accreditation in Southern Higher Education [<mailto:ACCSHE@LISTSERV.UHD.EDU>] - Subscribe: Send SUBSCRIBE ACCSHE to [LISTSERV@LISTSERV.UHD.EDU](mailto:LISTSERV@LISTSERV.UHD.EDU)
- 7) Make sure all working group members have been trained on and have access to Xitracs. (see Debra Szabo for assistance—[dszabo@fau.edu](mailto:dszabo@fau.edu))
- 8) Bring any problems/issues of the working groups to the attention of the steering committee.

Each working group member will be charged with the following responsibilities:

- 1) Review pertinent sections of the 2013 submission from FAU.
- 2) Review 5<sup>th</sup> Year reports in the sharepoint.
- 3) Review and re-evaluate the working group structure/membership as needed.
- 4) Reach out to others across campus as needed.

- 5) Monitor the SACSCOC website and listserv for changes to standards and requirements as well as tips for compliance. Listserv=Accreditation in Southern Higher Education [<mailto:ACCSHE@LISTSERV.UHD.EDU>] - Subscribe: Send SUBSCRIBE ACCSHE to [LISTSERV@LISTSERV.UHD.EDU](mailto:LISTSERV@LISTSERV.UHD.EDU)
- 6) Bring any problems/issues of the working groups to the attention of the committee chair.
- 7) Conduct gap analysis including availability of required data and policies.

## **WORKING GROUP #1**

**QEP Impact Report Working Group**—Chair: Donna Chamley-Wiik, Assistant Dean for Undergraduate Research (QEP Director)

Anthony Ambrosio, Director of Assessment, Undergraduate Programs  
Patricia Heydet-Kirsch, Assistant Dean, College of Education  
Dan Meeroff, Professor, College of Engineering and Computer Science

### **Responsible for:**

QEP Impact Report

The QEP Impact Report asks an institution to include a copy of its QEP Executive Summary as submitted to the Commission following its recent reaffirmation and a report addressing the following elements: (1) a succinct list of the initial goals and intended outcomes of the QEP; (2) a discussion of changes made to the QEP and the reasons for making those changes; (3) a description of the QEP's impact on student learning and/or the environment supporting student learning, as appropriate to the design of the QEP (to include the achievement of identified goals and outcomes, and any unanticipated outcomes of the QEP); and (4) a reflection on what the institution has learned as a result of the QEP experience.

## **WORKING GROUP #2**

**Personnel Working Group**—Chair: Michele Hawkins, Vice Provost for Academic Affairs

Anthony Abbate, Associate Provost for Broward Campuses  
Jason Ball, Associate Provost and Chief Information Officer  
Barclay Barrios, Associate Dean, College of Arts and Letters  
Arcadia Betancourt, Assistant Director of Academic Personnel  
Nong Ovathanasin, Executive Director of Academic Operations, Jupiter Campus  
Elijah Watlington, Associate Provost for Jupiter Campus  
Tori Winfield, Associate General Counsel  
Kathleen Wright, Coordinator of Academic Personnel

### **Responsible for:**

5.4 (in part-qualified administrative/academic officers)

The institution employs and regularly evaluates administrative and academic officers with appropriate experience and qualifications to lead the institution. (Qualified administrative/academic officers)

6.1

The institution employs an adequate number of full-time faculty members to support the mission and goals of the institution. (Full-time faculty) [CR]

6.2.b

For each of its educational programs, the institution employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review. (Program faculty)

6.2.c

For each of its educational programs, the institution assigns appropriate responsibility for program coordination. (Program coordination)

### **WORKING GROUP #3**

**Assessment Working Group**—Chair: Jason Ball, Associate Provost and Chief Information Officer

Geoffrey Johnson, Assistant Director of Academic Planning

Evonne Rezler, Associate Dean, College of Science

Debra Szabo, Assistant Director of Programs and Assessment

#### **Responsible for:**

8.1

The institution identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution uses multiple measures to document student success. (Student achievement) [CR]

8.2.a

The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in the areas below: a. student learning outcomes for each of its educational programs. (Student outcomes: educational programs)

## **WORKING GROUP #4**

**Educational Programs Working Group**—Chair: Russ Ivy, Senior Associate Provost for Academic Affairs and SACSCOC Liaison

Vicki Brown, Assistant Provost for eLearning

Julie Golden, Associate Director, Center for eLearning

Edward Pratt, Dean of Undergraduate Studies

Mark Rhorer, Assistant Dean, College of Business

Lianna Smith, Assistant Dean, Graduate College

### **Responsible for:**

9.1

Educational programs (a) embody a coherent course of study, (b) are compatible with the stated mission and goals of the institution, and (c) are based upon fields of study appropriate to higher education. (Program content) [CR]

10.6.a-c

An institution that offers distance or correspondence education: (a) ensures that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit. (b) has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs. (c) ensures that students are notified in writing at the time of registration or enrollment of any projected additional student charges associated with verification of student identity. (Distance and correspondence education)

14.3

The institution applies all appropriate standards and policies to its distance learning programs, branch campuses, and off-campus instructional sites. (Comprehensive institutional reviews)

## **WORKING GROUP #5**

**Student Services Working Group**—Chair: Tracy Boulukos, Assistant Provost for Enrollment Management

Jennifer Bebergal, Associate Dean for Academic Support, Undergraduate Studies

Tamsyn Carey, Director of Student Services and Advising, College of Engineering

Demarus Johnson, Director of Student Services, College of Science

Karen Murray, Assistant Dean, New Student Orientation and Transfer Services

Antonio Perry, Director, Student Affairs Assessment and Research

**Responsible for:**

12.1

The institution provides appropriate academic and student support programs, services, and activities consistent with its mission. (Student support services) [CR]

12.4

The institution (a) publishes appropriate and clear procedures for addressing written student complaints, (b) demonstrates that it follows the procedures when resolving them, and (c) maintains a record of student complaints that can be accessed upon request by SACSCOC. (Student complaints)

13.6

The institution (a) is in compliance with its program responsibilities under Title IV of the most recent Higher Education Act as amended and (b) audits financial aid programs as required by federal and state regulations. In reviewing the institution's compliance with these program responsibilities under Title IV, SACSCOC relies on documentation forwarded to it by the U. S. Department of Education. (Federal and state responsibilities)

**WORKING GROUP #6**

**Policy Working Group**—Chair: James Capp, Assistant Provost for Academic Operations and Planning

Chris Declé, Director of Enrollment Management, Graduate College

Laurie Donahue, Director of Creative Services, Public Affairs

Jessica Lopez-Acevedo, Director of Admissions

Mihaela Metianu, Executive Director, Center for Global Engagement

Elizabeth Rubin, Associate General Counsel

Michael Turtz, Administrative Staff Assistant, Office of the Provost

**Responsible for:**

10.2

The institution makes available to students and the public current academic calendars, grading policies, cost of attendance, and refund policies. (Public information)

10.5

The institution publishes admissions policies consistent with its mission. Recruitment materials and presentations accurately represent the practices, policies, and accreditation status of the institution. The institution also ensures that independent contractors or agents used for recruiting purposes and for admission activities are governed by the same principles and policies as institutional employees. (Admissions policies and practices)

10.9

The institution ensures the quality and integrity of the work recorded when an institution transcripts courses or credits as its own when offered through a cooperative academic arrangement. The institution maintains formal agreements between the parties involved, and the institution regularly evaluates such agreements. (Cooperative academic arrangements)

14.1

The institution (a) accurately represents its accreditation status and publishes the name, address, and telephone number of SACSCOC in accordance with SACSCOC's requirements and federal policy and (b) ensures all its branch campuses include the name of that institution and make it clear that their accreditation is dependent on the continued accreditation of the parent campus. (Publication of accreditation status)

14.4

The institution (a) represents itself accurately to all U.S. Department of Education recognized accrediting agencies with which it holds accreditation and (b) informs those agencies of any change of accreditation status, including the imposition of public sanctions. (See SACSCOC's policy "Accrediting Decisions of Other Agencies.") (Representation to other agencies)

## **WORKING GROUP #7**

**Physical Facilities Working Group**-Chair: Paul Hart, Associate Dean, College of Business

**Note:** Includes information technology, distance learning platforms as well as classroom space and maintenance issues.

Mehran Basiratmand, Executive Director, Office of Information Technology

Azita Dashtaki-Dotiwala, Director of Budget and Planning, Facilities Management

Willie Freeman, Director, Center for eLearning

Marc Kozlin, Director of Physical Plant, Facilities Management

Sharlene Sookhoo, Director of Emergency Management

### **Responsible for:**

13.7

The institution ensures adequate physical facilities and resources, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities. (Physical resources)

13.8



The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community. (Institutional environment)

## **WORKING GROUP #8**

**Student and Degree Records Working Group**—Chair: Brian Hodge, University Registrar

Marie Claire Demassi, Associate University Registrar  
Maria Jennings, Assistant University Registrar  
Linda Johnson, Associate Dean, College of Arts and Letters  
Samara Taylor, Dual Enrollment Coordinator, Registrar’s Office

### **Responsible for:**

9.2

The institution offers one or more degree programs based on at least 60 semester credit hours or the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level. The institution provides an explanation of equivalencies when using units other than semester credit hours. The institution provides an appropriate justification for all degree programs and combined degree programs that include fewer than the required number of semester credit hours or its equivalent unit. (Program Length) [CR]

10.3

The institution ensures the availability of archived official catalogs, digital or print, with relevant information for course and degree requirements sufficient to serve former and returning students. (Archived information)

10.7

The institution publishes and implements policies for determining the amount and level of credit awarded for its courses, regardless of format or mode of delivery. These policies require oversight by persons academically qualified to make the necessary judgments. In educational programs not based on credit hours (e.g., direct assessment programs), the institution has a sound means for determining credit equivalencies. (Policies for awarding credit)

## **WORKING GROUP #9**

**Institutional Summary**—Chair: Ying Liu, Assistant Provost, Institutional Effectiveness & Analysis

Zhiyuan Ma, Associate Director of Institutional Effectiveness & Analysis

Debra Szabo, Assistant Director of Programs and Assessment  
Felipe Vargas, Administrative Staff Assistant, Office of the Provost

**Responsible for:**

This working group will prepare the institutional summary sections at the beginning of the document, including general information, educational programs, governance control and institutional information for reviewers.