# Administration and Finance

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS – COMMISSION ON COLLEGES (SACSCOC) REGIONAL ACCREDITATION

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

The Southern Association of Colleges and Schools Commission on Colleges is the recognized regional accrediting body in the eleven U.S. southern states (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and **Virginia**) and in Latin America for those institutions of higher education that award associate, baccalaureate, master's or doctoral degrees.

To gain or maintain accreditation with the Commission on Colleges, an institution must comply with the standards contained in the *Principles of Accreditation: Foundations for Quality Enhancement* and with the **policies and procedures** of the Commission on Colleges.

The Principles of Accreditation:
Foundations for Quality Enhancement

Adopted by the College Delegate Assembly
December 2017

SACS COC
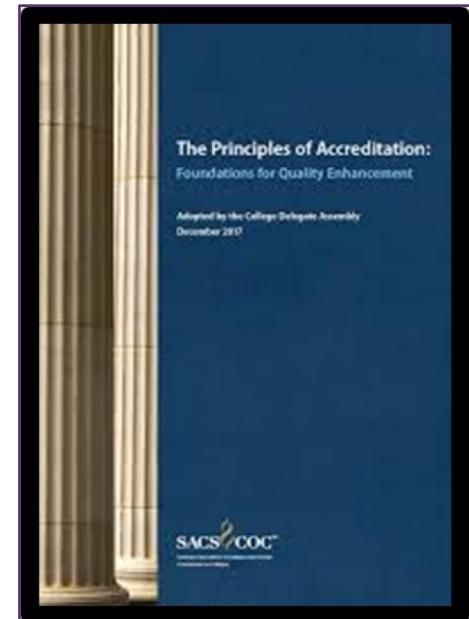
Why Regional Accreditation?

Recognition by the U.S. Department of Education at the institutional level

- Allows receipt of federal financial funding (aid and grants)
- Provides recognition of degrees
- Permits participation in transfer agreements

SACSCOC: Accreditation Liaison

1. Ensuring that **requirements are incorporated** into the **planning and evaluation process** of the institution.

2. Notifying the Commission in advance of **substantive changes and program developments.**

3. **Familiarizing faculty, staff, and students** with the Commission's accrediting policies and procedures,

4. **Serving as a contact person** for Commission Staff.

5. **Coordinating** the preparation of the **annual profiles and any other reports** requested by the Commission.

6. Serving as a **resource person** during the decennial review process

7. Ensuring that **electronic intuitional data** collected by the Commission is accurate and timely.

8. **Maintaining a file** of all accreditation materials.

JMU: SACSCOC Working Group

Herb Amato
- ◦ SACSCOC Accreditation Liaison

Cindy Chiarello
- ◦ SACSCOC Accreditation Liaison Support
- ◦ University Planning & Engagement Coordinator

Tina Grace
- ◦ Office of Institutional Research,
  Assistant Director

R. Ann Myers
- ◦ Faculty Credentialing Coordinator

Kristi Shackelford
- ◦ Academic Policy and Communications,
  Assistant Vice Provost

Amy Thelk
- ◦ College of Education,
  Director of Assessment

JMU/SACSCOC Advisory Council

SACSCOC ADVISORY COUNCIL	DEPT/TITLE
Herb Amato	Associate Vice Provost, Accreditation and Recognition
Robin Anderson	Academic Unit Head, Graduate Psychology
Mark Angel	Assistant Vice President for Finance
Aaron Noland	Director of Assessment and Planning, JMU Libraries
Cindy Chiarello	University Planning Coordinator
Keston Fulcher	Executive Director, Center for Assessment and Research
Tina Grace	Assistant Director, Instructional Research
Donna Harper	Vice President for Access and Enrollment
Glenn Hastedt	Academic Unit Head, Justice Studies
Nick Langridge	Vice President for University Advancement
Sharon Lovell	Dean, College of Health and Behavioral Studies
Sarah MacDonald	Assistant Dean, Outreach and Engagement
Jim McConnel	Associate Vice President for Student Life
Towana Moore	Associate Vice President for Business Services
R. Ann Myers	Coordinator for Faculty Credentialing
Cynthia O'Donoghue	Academic Unit Head, Communication Sciences and Disorders
Chris Orem	Director, Instructional Research
Kristi Shackelford	Assistant Vice Provost, Academic Policy and Communications
Amy Thelk	Director of Assessment, College of Educaation

Mission: The James Madison University SACSCOC Advisory Council assists and supports the president and his senior leadership team by helping to ensure that the university:
- stays current with SACSCOC issues and requirements.
- adopts and maintains appropriate policies.
- communicates clearly regarding SACSCOC-related issues/requirements.
- receives feedback on SACSCOC-related issues from faculty, administrators, and staff.

Vision: In part because of the work of the SACSCOC Advisory Council, JMU will stay current on SACSCOC-related issues. As a result, official reporting periods, such as fifth year reports and reaffirmations, will be well-understood and streamlined.

Values:

The SACSCOC Advisory Council values:
- **Communication (including Listening)** - because it is the currency of an effective learning community.
- **Engagement/Teamwork** - because they help build and maintain strong relationships for enhancing communication and understanding.
- **Interpersonal Effectiveness** - because building and maintaining interpersonal relationships will be a critical element for the success of the team and its communication.
- **Knowledge** - because it is the foundation for understanding SACSCOC-related issues and their impacts.
- **Optimism** - because it engenders trust in the accreditation process

JMU Website: SACSCOC Accreditation

Welcome to James Madison University's website for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

This site serves our faculty, staff and students in fostering an understanding of JMU's accreditation. We were first awarded this institutional report card in 1927 by SACSCOC.

Every ten years our university's accreditation must be reaffirmed, with the most recent being in December 2013. Between each reaffirmation cycle institutions submit a Fifth Year Interim Report. JMU's report was submitted in Spring 2019.

SACSCOC

- ❖ Accreditation Principles
- ❖ Fifth-Year Interim Report
- ❖ SACSCOC Advisory Council
- ❖ Program Accreditation
- ❖ Student Achievement Data
- ❖ Academic Unit Head Resources
- ❖ Presentations
- ❖ Contact Us

http://www.jmu.edu/sacscoc/

Compliance Certification Process

Ten-Year Process

➲ Audit: Two Years in Advance

➲ Write the Compliance Certification: About 18 months

➲ Submission: Fall

➲ Review by an Off-Site Team: Fall

➲ Opportunity for Revisions: Due by January

➲ Review by an On-Site Team: Spring

➲ Receipt of Recommendations: Immediately

➲ Required Revisions: Immediately

➲ Vote by SACSCOC Board: December

Fifth-Year Interim Report Process
➲ Write the report
➲ Submit the report
➲ Receive feedback

SACSCOC Principles of Accreditation

SECTION 1: The Principle of Integrity

SECTION 2: Mission

SECTION 3: Basic Eligibity Standard

SECTION 4: Governing Board

SECTION 5: Administration & Organization

SECTION 6: Faculty

SECTION 7: Institutional Planning & Effectiveness

SECTION 8: Student Achievement

SECTION 9: Educational Program Structure & Content

SECTION 10: Educational Policies, Procedures, & Practices

SECTION 11: Library & Learning / Information Resources

SECTION 12: Academic and Student Support Services

SECTION 13: Financial and Physical Resources

SECTION 14: Transparency & Institutional Representation
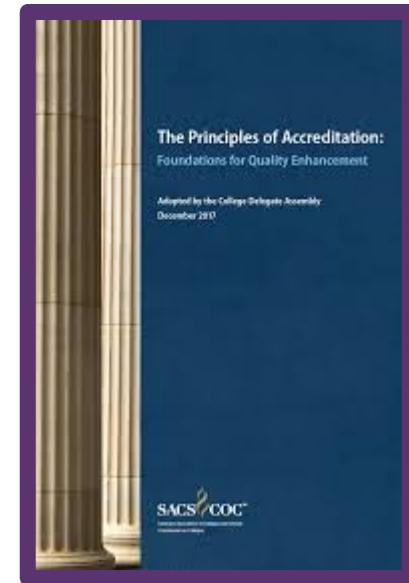
(BOLD = Standards which significantly include Administration and Finance)

Standards: University wide

1.1 The Institution operates with integrity in all matters. *(Integrity)*

2.1 The institution has a clearly defined, comprehensive, and published mission specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where applicable, research and public service. (**Institutional mission**)

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)*

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)*

Standards: Administration and Finance

5.2.b The chief executive officer has ultimate responsibility for and exercises appropriate control over the institution's intercollegiate athletics program. **(Control of intercollegiate athletics)**

- What is the reporting structure between the CEO and the athletic director?
- Memos
- Minutes
- Written correspondences
- Organizational charts

Standards: Administration and Finance

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

Include administrators to the AVP level

- Charlie King
- Mark Angel
- Dale Hulvey
- Towana Moore
- Rick Larson
- Lee Shifflett
- Jeff Bourne

Supporting evidence includes
- ☐ Position Description
- ☐ Current Resume/CV
- ☐ Annual Evaluation Upon Request

11.1 The institution provides adequate and appropriate library and learning/ information resources, services, and support for its mission. *(Library and learning/information resources)*

11.3 The institution provides (a) student and faculty access and user privileges to its library services and (b) access to regular and timely instruction in the use of the library and other learning/information resources. *(Library and learning/information access)*

- ☐ Network access to libraries
- ☐ Off-campus access

Standards: Administration and Finance

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

- *Introduction*
- *Mission*
- *Activities for students or faculty*
- *Feedback*

A&F Units:
- Information Technology
- Integrated Health and Sports Performance Unit
- Student Athlete Services

Standards: Example of 12.1

Information Technology

Information Technology (IT) is an essential element of academic life, enabling study, research and personal communication. As a means to excellence in achieving its education, research and service missions, the university provides and supports computing and electronic communication services for all its students, faculty and staff. All JMU students are served by computing and electronic communication services whether on- or off-campus. Examples include...

Support of JMU's Mission

IT's mission is to deliver a technology environment and services that enable the university community to learn, innovate, collaborate and provide excellent service [IT Mission].

Student Programs and Activities

IT provides computing support to students by way of computing assistance, a help desk, training opportunities and maintained computing labs for student use [IT Programs].

Feedback Processes and Change Based on Student Needs/Interests

Monthly meetings with the Student Technology Advisory group and informal daily feedback from students provide suggestions for improvement of services. Based on student feedback for more access to printing, IT piloted and installed wireless printing stations in 46 key campus locations [Wireless Printing Stations].

Faculty Programs and Activities

IT provides testing support for faculty [IT Faculty Programs].

Feedback Processes and Change Based on Faculty Needs/Interests

Based on faculty feedback, the Test Scoring Center expanded their hours to include test scoring services on the first Saturday of exam week. This change allows faculty to drop their tests off immediately after the Saturday exam blocks and get their results back later that day.

Standards: Administration and Finance

12.2 The institution ensures an adequate number of academic and student support services staff with appropriate education or experiences in student support service areas to accomplish the mission of the institution. *(Student support service staff)*

12.5 The institution protects the security, confidentiality, and integrity of its student records and maintains security measures to protect and back up data. *(Student records)*

Include professional staff from
- Information Technology
- *Integrated Health and Sports Performance Unit*
- *Student Athlete Services*

A&F Unit
- Information Technology

Supporting evidence includes
- ❑ Position Description
- ❑ Current Resume/CV

Standards: Administration and Finance

13.1 The institution has sound financial resources and a demonstrated, stable financial base to support the mission of the institution and the scope of its programs and services. *(Financial resources)*

13.2 The member institution provides the following financial statements:

◦ (a) an institutional audit (or Standard Review Report issued in accordance with Statements on Standards for Accounting and Review Services issued by the AICPA for those institutions audited as part of a system wide or statewide audit) for the most recent fiscal year prepared by an independent certified public accountant and/or an appropriate governmental auditing agency employing the appropriate audit (or Standard Review Report) guide.

◦ (b) a statement of financial position of unrestricted net assets, exclusive of plant assets and plant-related debt, which represents the change in unrestricted net assets attributable to operations for the most recent year.

◦ (c) an annual budget that is preceded by sound planning, is subject to sound fiscal procedures, and is approved by the governing board. *(Financial documents)*

Standards: Administration and Finance

13.3 The institution manages its financial resources in a responsible manner. *(Financial responsibility)*

13.4 The institution exercises appropriate control over all its financial resources. *(Control of Finances)*

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)*

Standards: Administration and Finance

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)*

A&F Units
- Facilities Management
- Information Technology
- Public Safety