Suggested Resources

The items listed below are a partial list of documents that you may want to use in creating your SACS response. It is not a complete list – please use any resources that you think are best to support your narrative.
Use the most recent version of all documents.

- Institutional documents such as:
    - Undergraduate and graduate catalogs
    - Institutional and programmatic academic policies such as admissions and completion requirements
    - Policies related to employment, supervision, orientation and evaluation of part-time faculty
    - Bylaws and minutes of faculty and staff assemblies, senates or other representative bodies
    - Governance documents: charters, bylaws, minutes, reports, membership and policies
    - Files containing documentation of academic preparation, such as official transcripts, for all full-time and part-time faculty
    - A completed faculty roster for a full-time and part-time faculty teaching coursework during the current academic term
    - Course syllabi
    - Minutes of institutional, divisional and departmental standing committee meetings
    - Formal agreements of all cooperative relationships among libraries
    - Student Services policies related to student governance, rights and responsibilities, residence halls, financial aid, student records, and health services
    - Audits, board rosters, charters and bylaws of separately incorporated entities
    - Any reports from the athletics certification program of the NCAA (for Division I institutions)
    - Reports from other agencies and accrediting bodies

- Compliance certification report documents such as:
    - Survey instruments and results.
    - Minutes of the compliance certification committees.
    - Unit-level reports.
    - Compliance certification operational manuals and proposals.

- Institutional planning documents such as:
    - Policies and procedures related to implementation, review and evaluation of the curriculum
    - Library policies such as the development and evaluation of its mission statement, materials acquisitions and disposal policies
    - Policies for allocation of computer resources
    - Interim budget reports for all units
- Maintenance and safety plans.
- Previous reports such as:
    - Copy of the previous institutional self-study
    - Visiting committee report from the previous institutional self-study
    - Institutional response to that report
    - Follow-up reports requested by the commission

- Special reports such as:
    - Copies of reports of any special committee or substantive change committees which have visited the institution
    - Responses to those reports
    - Follow-up reports requested by the commission