

**WELCOME
SACSCOC REAFFIRMATION
COMMITTEE**

Dr. 

CONTENTS

HOTEL KEY CARDS

JETPACK INSTRUCTIONS

USB FLASH DRIVE

NAME BADGE

COMMITTEE SCHEDULE

PERSONAL SCHEDULE

INTERVIEW SCHEDULE

IMPORTANT CONTACTS AND JMU SENIOR LEADERSHIP

MONDAY EVENING DINNER OPTIONS

PRIVATE COMMITTEE DINNERS

MAP OF HOTEL

MAP OF TAYLOR HALL

JMU CAMPUS MAP

HOTEL KEY CARDS

Your Guest Room

Self-sticking business card holder here to hold key card.

Committee Workroom (Harrison)

Self-sticking business card holder here to hold key card.

Committee Lounge (Monroe)

Self-sticking business card holder here to hold key card.

JETPACK INSTRUCTIONS

When you arrive at the hotel and are settled into your room, please come to the Monroe room (across the hall from the committee workroom, Harrison) to receive your laptop (if you are using JMU's laptop) and a JetPack device to access the internet. Please bring your laptop if you will be using your own during your visit. Our IT staff will set up your laptop to work with a JetPack device, which will allow you to access the internet from any location during your visit. If you are using a JMU laptop, it will already be set up with a JetPack device.

Included below are quick-reference instructions for connecting to the internet; however, please contact any one of our staff at any time if you require assistance.

Contact for IT Staff

If you are at the hotel, please call the JMU technician at 540-820-4401.

If you are on campus, please contact either Tina Grace 540-820-4411 or Cindy Chiarello 540-820-4412, who can send the technician to you.

Instructions

1. It will be important to keep your device charged. The device will run off of the battery for up to four hours.
2. Turn the JetPack on and let the computer detect the device. Navigate to the web as usual.

Self-sticking business card holder here to hold
JetPack username and password.

USB FLASH DRIVE

Please feel free to use this USB flash drive during your visit, it is yours to keep. For your convenience, it is pre-loaded with:

- JMU's Focused Report (Includes Off-Site Committee comments)
- JMU's QEP - *The Madison Collaborative: Ethical Reasoning In Action*
- JMU's Compliance Certification (Included in the Focused Report as Original Submission)
- Adobe Reader Installer

To View the Focused Report and Compliance Certification

1. Ensure that Adobe Acrobat Reader or Adobe Acrobat is installed on your computer.
2. Insert the flash drive into a USB port.
3. Double-click the flash drive icon to open it.
4. Double-click the folder *JMU Focused Report* to open the folder.
5. Double-click the file *index.html* to open the Focused Report.
6. Under the *Response* tab, click the standard you wish to review using the navigation menu on the left side of your screen.
7. To view the Compliance Certification, click the *Original Submission* tab on the far right side of your screen.



NAME BADGE

The name badges are magnetic and this page is printed on cardstock to allow the name badge to be attached and easily removed.



JMU SACSCOC REAFFIRMATION ON-SITE COMMITTEE VISIT SCHEDULE

All times are tentative depending upon committee's needs.

<i>APRIL 1</i>		
Late afternoon and evening	Committee members arrive	Holiday Inn Harrisonburg
5:00-10:00 p.m.	Hotel restaurant open	Holiday Inn Harrisonburg
7:00 p.m.	Chauffeur available to take guests to local restaurant if desired	Holiday Inn lobby

<i>APRIL 2 (VISIT DAY 1)</i>		
7:30-9:00 a.m.	Breakfast available	Monroe Room, Holiday Inn
12:00-2:00 p.m.	Committee Orientation Meeting, Lunch	Harrison Room, Holiday Inn
2:10 p.m.	Committee travel to JMU campus	Transportation departs from Holiday Inn lobby, arrives at Taylor Hall
2:30-3:00 p.m.	Opening Meeting	Taylor Hall Room 405
3:00-4:00 p.m.	Committee meeting with QEP Leadership	Taylor Hall Room 405
4:00-5:00 p.m.	Committee review/interviews on campus	Taylor Hall Interviews: Taylor Hall Rooms 303, 305, 307, 309, 400, 402
5:00 p.m.	Committee travel to hotel	Transportation departs from Taylor Hall, arrives at Holiday Inn lobby
5:30 p.m.	Committee meeting	Harrison Room, Holiday Inn
6:10 p.m.	Committee travel to Dinner	Transportation departs from Holiday Inn lobby, arrives at

		restaurant
6:30 p.m.	Private committee dinner	The Local Chop & Grill House

APRIL 3 (VISIT DAY 2)		
6:30-8:00 a.m.	Breakfast available	Monroe Room, Holiday Inn
8:10 a.m.	Committee travel to JMU campus	Transportation departs from Holiday Inn lobby, arrives at Taylor Hall
8:30-9:30 a.m.	QEP Focus Group	Taylor Hall Room 405
9:30-11:45 a.m.	Committee review/interviews on campus	Taylor Hall Interviews: Taylor Hall Rooms 303, 305, 307, 309, 400, 402
12:15-1:30 p.m.	Luncheon #1 Governing Board	Taylor Hall Room 303
12:15-1:30 p.m.	Luncheon #2 QEP with Students	Taylor Hall Room 404
12:15-1:30 p.m.	Luncheon #3 QEP with Faculty	Taylor Hall Room 405
1:30-3:00 p.m.	Committee members continue reviews/interviews on campus (if necessary)	Taylor Hall Interviews: Taylor Hall Rooms 303, 305, 307, 309, 400, 402
3:00 p.m.	Committee travel to hotel	Transportation departs from Taylor Hall, arrives at Holiday Inn lobby
3:20-4:30 p.m.	Committee individual work time	Holiday Inn
4:30-6:00 p.m.	Committee meeting	Harrison Room, Holiday Inn
6:10 p.m.	Committee travel to dinner	Transportation departs from Holiday Inn lobby, arrives at restaurant
6:30 p.m.	Private dinner	L'Italia

APRIL 4 (VISIT DAY 3)		
6:30-8:00 a.m.	Breakfast available	Monroe Room, Holiday Inn
8:10 a.m.	Committee travel to JMU campus	Transportation departs from Holiday Inn lobby, arrives at Taylor Hall
8:30-10:30 a.m.	Committee workroom available	Taylor Hall Room 306
8:30-10:30 (Any time before departure)	Return MIFI device (and laptop if you are using a JMU laptop)	Taylor Hall Room 311
8:30-9:00 a.m.	Dr. [REDACTED] Meet with President Alger	Taylor Hall Room 303
9:00-10:00 a.m.	Exit Conference	Taylor Hall Room 405
10:00-10:30 a.m.	Boxed lunch available to pick up (packed for traveling)	Taylor Hall Room 404
DEPARTURES		
10:00 a.m. (or when guests are ready)	Transportation to Charlottesville Airport (for early flights): [REDACTED]	Transportation departs from Taylor Hall
10:30 a.m.	Transportation to hotel (for any not leaving directly for CHO or Dulles): [REDACTED]	Transportation departs from Taylor Hall
10:30 a.m.	Transportation to Dulles Airport: [REDACTED]	Transportation departs from Taylor Hall
1:30 p.m.	Transportation to Charlottesville Airport (for later flights) [REDACTED]	Transportation departs from Holiday Inn lobby

DR. [REDACTED]'S SCHEDULE

JMU SACSCOC REAFFIRMATION ON-SITE VISIT

All times are tentative depending upon committee's needs.

APRIL 1

7:21 p.m. Arrive at Charlottesville Airport, Flight US Airways 4116.

8:30 p.m. (approximate) Arrive at Holiday Inn, Harrisonburg.

Dinner Options:

5:00-10:00 p.m. The hotel restaurant and bar is open until 10:00 p.m. Please use the meal voucher included in your welcome packet.

Some suggestions for local restaurants have been included in your welcome packet. Please let us know if we can provide directions for you.

APRIL 2 (VISIT DAY 1)

7:30-9:00 a.m. Breakfast is available in the Monroe Room, Holiday Inn

12:00-2:00 p.m. Committee Orientation Meeting and lunch, Harrison Room, Holiday Inn

2:10 p.m. Committee travel to JMU campus. Transportation departs from Holiday Inn Lobby, arrives at Taylor Hall. JMU Student Ambassadors will be waiting to escort you to the Opening Meeting.

2:30-3:00 p.m. Opening Meeting, Taylor Hall Room 405

3:00-4:00 p.m. Committee Meeting with the QEP Leadership, Taylor Hall Room 405

4:00-5:00 p.m. Committee review/interviews on campus, Taylor Hall

The following interviews have been arranged per your request:

4:00-4:30 p.m. in Taylor Hall Room 303 (with committee member Dr. [REDACTED])

Jon Alger, President, James Madison University

Jerry Benson, Provost & Senior Vice President, Academic Affairs

Charlie King, Senior Vice President, Administration & Finance

John Knight, Associate Vice President, Finance

Diane Stamp, Assistant Vice President, Budget Management

Lee Sternberger, Associate Provost and Executive Director, Office of International Programs

4:30-5:00 p.m. in Taylor Hall Room 303

Jerry Benson, Provost & Senior Vice President, Academic Affairs

Rick Larson, Associate Vice President, Human Resources, Training & Performance

Diane Yerian, Director, Human Resources

- 5:00 p.m. Committee Travel to Hotel. Transportation departs from Taylor Hall, arrives at Holiday Inn Lobby.
- 5:30 p.m. Committee Meeting, Harrison Room, Holiday Inn
- 6:10 p.m. Committee Travel to Dinner. Dinner will be at a local restaurant, The Local Chop & Grill House. Information and an abbreviated menu are included in your welcome packet. Transportation departs from Holiday Inn Lobby.
- 6:30 p.m. Private Committee Dinner: The Local Chop & Grill House.

APRIL 3 (VISIT DAY 2)

- 6:30-8:00 a.m. Breakfast is available in the Monroe Room, Holiday Inn
- 8:10 a.m. Committee travel to JMU campus. Transportation departs from Holiday Inn Lobby, arrives at Taylor Hall.
- 8:30-9:30 a.m. QEP Focus Group, Taylor Hall Room 405
- 9:30-11:45 a.m. Committee review/interviews on campus, Taylor Hall

The following interviews have been arranged per your request:

9:30-10:00 a.m. in Taylor Hall Room 307

Nick Langridge, Senior Vice President, University Advancement
 Susan Wheeler, University Counsel
 Chris Pipkins, Associate Vice President, Advancement Information Systems

- 12:15-1:30 p.m. Luncheon: QEP with Students, Taylor Hall Room 404
 Luncheon: QEP with Faculty, Taylor Hall Room 405
- 1:30-3:00 p.m. Committee members continue reviews and interviews on campus (if necessary)
- 3:00 p.m. Committee Travel to Hotel. Transportation departs from Taylor Hall, arrives at Holiday Inn Lobby.
- 3:20-4:30 p.m. Committee individual work time, Holiday Inn
- 4:30-6:00 p.m. Committee meets to discuss findings, Harrison Room, Holiday Inn
- 6:10 p.m. Committee Travel to Dinner. Dinner will be at a local restaurant, L'Italia. Information and an abbreviated menu are included in your welcome packet. Transportation departs from Holiday Inn Lobby.
- 6:30 p.m. Private Dinner: L'Italia.

APRIL 4 (VISIT DAY 3)

- 6:30-8:00 a.m. Breakfast is available in the Monroe Room, Holiday Inn
- 8:10 a.m. Committee travel to JMU campus. Transportation departs from Holiday Inn Lobby, arrives at Taylor Hall.
- 8:30-10:30 a.m. (Any time before departure) Please return your MIFI device (and laptop if you are using a JMU laptop) to Taylor Hall Room 311.
- 8:30-9:00 a.m. [REDACTED] meet with President Alger, Taylor Hall Room 303.
Committee members please feel free to store luggage in Taylor Hall Room 306.
Refreshments are available in Taylor Hall Room 405.
- 9:00-10:00 a.m. Exit Conference, Taylor Hall Room 405
- 10:00-10:30 a.m. Boxed lunches, packed for travelling, are available for committee members, Taylor Hall Room 404.

DEPARTURE

- 10:30 a.m. Transportation to Hotel (for any not leaving directly for CHO or Dulles): [REDACTED]
[REDACTED]
Transportation departs from Taylor Hall.

James Madison University SACSCOC On-Site Interview Schedule

Tuesday, April 2

4:00-4:20 PM

Committee Member	JMU Representatives	Room
<p>Standards: CS 3.13.3 (Policy Compliance – Complaints) FR 4.5 (Student Complaints)</p>	<p>Mark Warner, Senior Vice President, Student Affairs and University Planning James Robinson, Director, Office of Equal Opportunity Jim McConnel, Associate Vice President, Student Life; Dean of Students Susan Wheeler, University Counsel Teresa Gonzalez, Vice Provost, Academic Programs Art Dean, Special Assistant to the President, Staff & Student Diversity Josh Bacon, Director, Office of Judicial Affairs</p>	Taylor 402

4:00-4:30 PM

Committee Members	JMU Representatives	Room
<p>Standard: CS 3.3.2 (Quality Enhancement Plan)</p>	<p>Jon Alger, President, James Madison University Jerry Benson, Provost & Senior Vice President, Academic Affairs Charlie King, Senior Vice President, Administration & Finance John Knight, Associate Vice President, Finance Diane Stamp, Assistant Vice President, Budget Management Lee Sternberger, Associate Provost and Executive Director, Office of International Programs</p>	Taylor 303

Committee Member	JMU Representatives	Room
<p>Standards: CS 3.10.2 (Financial aid audits) FR 4.7 (Title IV program responsibilities)</p>	<p>Donna Harper, Senior Vice President, Access & Enrollment Management Lisa Tumer, Director, Financial Aid & Scholarships</p>	Taylor 307

Committee Member	JMU Representatives	Room
<p>Standard: FR 4.1 (Student achievement)</p>	<p>Jim Shaeffer, Associate Vice Provost, Outreach & Engagement Donna Sundre, Executive Director, Center for Assessment & Research Studies Keston Fulcher, Associate Director, Center for Assessment & Research Studies Robin Anderson, Academic Unit Head, Graduate Psychology</p>	Taylor 305

Committee Member	JMU Representatives	Room
<p>Standard: CS 3.7.1 (Faculty Qualifications) Graduate Teaching Assistants</p>	<p>Reid Linn, Dean, The Graduate School Carol Hurney, Executive Director, Center for Faculty Innovation Cindy O'Donoghue, Academic Unit Head, Communication Sciences & Disorders Larry Burton, Academic Unit Head, Writing, Rhetoric & Technical Communication Mary Jean Speare, Associate Director and Graduate Program Director, School of Music</p>	Taylor 309

4:20-4:40 PM

Committee Member	JMU Representatives	Room
<p>[REDACTED]</p> <p>Standard: CR 2.10 (Student Support Services)</p>	<p>Mark Warner, Senior Vice President, Student Affairs and University Planning</p> <p>Randy Mitchell, Associate Vice President, Student Success</p> <p>Casey Carter, Associate Athletic Director, Student Athlete Services</p> <p>Dale Hulvey, Associate Vice President, Information Technology</p> <p>Marsha Mays-Bernard, Associate Vice President, Multicultural Awareness & Student Health</p> <p>Jim McConnel, Associate Vice President, Student Life; Dean of Students</p>	Taylor 402

Committee Member	JMU Representatives	Room
<p>[REDACTED]</p> <p>Standard: 3.5.2(Institutional credits for a degree) 4.4 (Program length)</p>	<p>Michele White, Registrar</p> <p>Teresa Gonzalez, Vice Provost, Academic Programs</p>	Taylor 400

4:30-5:00 PM

Committee Member	JMU Representatives	Room
<p>[REDACTED]</p> <p>Standard: CS 3.3.1 (Institutional Effectiveness)</p>	<p>Donna Sundre, Executive Director, Center for Assessment & Research Studies</p> <p>Keston Fulcher, Associate Director, Center for Assessment & Research Studies</p> <p>Robin Anderson, Academic Unit Head, Graduate Psychology</p> <p>David Jeffrey, Dean, College of Arts & Letters</p> <p>Rich Harris, Director, Community Service-Learning</p>	Taylor 305

Committee Member	JMU Representatives	Room
<p>[REDACTED]</p> <p>Standard: CS 3.2.10 (Administrative staff evaluations)</p>	<p>Jerry Benson, Provost & Senior Vice President, Academic Affairs</p> <p>Rick Larson, Associate Vice President, Human Resources, Training & Performance</p> <p>Diane Yerian, Director, Human Resources</p>	Taylor 303

4:40-5:00 PM

Committee Members	JMU Representatives	Room
<p>[REDACTED]</p> <p>Standards: CS 3.13.4a (Distance Education) FR 4.8 (Distance Education)</p>	<p>Jim Shaeffer, Associate Vice Provost, Outreach & Engagement</p> <p>Linda Halpern, Dean, University Studies</p> <p>Dale Hulvey, Associate Vice President, Information Technology</p> <p>Ralph Alberico, Dean, Libraries & Educational Technologies</p> <p>Sarah Cheverton, Associate Dean, Center for Instructional Technologies</p>	Taylor 402

Wednesday, April 3

8:30-9:30 AM

Committee Member	JMU Representatives	Room
Entire Committee Topic: QEP (Focus Group)	Lee Sternberger, Associate Provost and Executive Director, Office of International Programs Bill Hawk, Professor, Philosophy & Religion Bob Kolodinsky, Associate Professor, Management Mark Piper, Assistant Professor, Philosophy & Religion David McGraw, Professor, Integrated Science & Technology; Speaker, Faculty Senate Lori Pyle, Business Analyst, Information Systems Josh Bacon, Director, Office of Judicial Affairs Tisha McCoy-Ntiamoah, Director, Orientation Randy Mitchell, Associate Vice President, Student Success Andy Perrine, Associate Vice President, Communications, Marketing and Public Affairs Ed Brantmeier, Assistant Director, Center for Faculty Innovation Keston Fulcher, Associate Director, Center for Assessment & Research Studies	Taylor 405

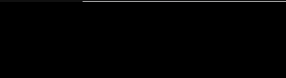
9:30-10:00 AM

Committee Member	JMU Representatives	Room
[REDACTED] Standard: CS 3.2.13 (Institution-related entities)	Nick Langridge, Senior Vice President, University Advancement Susan Wheeler, University Counsel Chris Pipkins, Associate Vice President, Advancement Information Systems	Taylor 307


Committee Member	JMU Representatives	Room
[REDACTED] Topic: QEP (Assessment)	Lee Sternberger, Associate Provost and Executive Director, Office of International Programs Keston Fulcher, Associate Director, Center for Assessment & Research Studies Lori Pyle, Business Analyst, Information Systems Bo Bashkov, Doctoral Assistant, Assessment & Measurement	Taylor 402

Committee Member	JMU Representatives	Room
[REDACTED] Standard: CR 2.11.1 (Financial Resources) CS 3.10.3 (Control of finances) CS 3.11.3 (Physical facilities) CS 3.10.4 (Control of sponsored research /external funds)	Charlie King, Senior Vice President, Administration & Finance John Knight, Associate Vice President, Finance Mike Davis, Director, Facilities Management Ken Newbold, Director, Research Development John Hulvey, Director, Sponsored Programs Jini Cook, Director, Real Property/Space Management	Taylor 303

9:30-10:00 AM (cont)

Committee Member	JMU Representatives	Room
 Standard: CS 3.7.2 (Faculty evaluation) CS 3.4.11 (Academic program coordination)	Jerry Benson, Provost & Senior Vice President, Academic Affairs Teresa Gonzalez, Vice Provost, Academic Programs Reid Linn, Dean, The Graduate School	Taylor 305

10:00-10:30 AM

Committee Member	JMU Representatives	Room
 Standard: CR 2.8 (Adequate Faculty) CS 3.7.1 (Faculty Qualifications)	Jerry Benson, Provost & Senior Vice President, Academic Affairs Teresa Gonzalez, Vice Provost, Academic Programs Reid Linn, Dean, The Graduate School	Taylor 305

10:30-11:00 AM

Committee Member	JMU Representatives	Room
 Standard: CS 3.4.3 (Admissions Policies) FR 4.6 (Recruitment Materials) FR 4.3 (Publication of Policies)	Donna Harper, Senior Vice President, Access & Enrollment Management Michael Walsh, Dean, Admissions Reid Linn, Dean, The Graduate School Andy Perrine, Associate Vice President, Communications, Marketing and Public Affairs Linda Combs, Director, University Business Office	Taylor 309

IMPORTANT CONTACTS FOR COMMITTEE MEMBERS

<i>INSTITUTIONAL CONTACT</i>	Dr. Brian Charette Associate Vice President University Planning and Analysis (540) 568-5712 (540) 568-5714 - FAX charetbj@jmu.edu
<i>VISIT LOGISTICS</i>	Tina Grace Cell phone 540-820-4411
	Cindy Chiarello Cell phone 540-820-4412
<i>TECHNICAL ASSISTANCE</i> At the Hotel	Steve Henry Cell phone 540-820-4401
On Campus	Ben Carnevale Stationed in Taylor Hall Room 311

TRANSPORTATION



Blake Shepherd, Chauffeur
540-421-2618

Chauffeur's business card attached to page with self-sticking business card holder so it can be removed and carried by committee members if desired.



Blake N. Shepherd
Direct 540-421-2618

Email - shephebn@jmu.edu

Department of Transportation
Suite 1002, MSC 5401
1603 S. Main Street
Harrisonburg, VA 22807
Phone - 540.568.7429



PHARMACIES

CVS	540-434-8916
Harrisonburg Pharmacy	540-433-1415
Williamson-Hughes Pharmacy	540-434-2372
Rite Aid	540-434-7341
Target	540-432-1708
Wal-Mart	540-433-0808
Martin's Supermarket Pharmacy	540-442-7380

JAMES MADISON UNIVERSITY SENIOR LEADERSHIP



From Left: Mr. Art Dean, Mr. Charles King, Ms. Donna Harper, President Jonathan Alger, Ms. Susan Wheeler, Dr. Mark Warner, Dr. A. Jerry Benson, and Mr. Nick Langridge

Mr. Jonathan R. Alger
President

Mr. Art Dean
Special Assistant to the President for Diversity

Mr. Charles King
Senior Vice President Administration and Finance

Dr. Mark Warner
Senior Vice President Student Affairs and University Planning

Dr. A. Jerry Benson
Provost and Senior Vice President Academic Affairs

Ms. Donna Harper
Vice President, Access and Enrollment Management

Mr. Nick Langridge
Vice President University Advancement

Ms. Susan Wheeler
University Counsel and Special Assistant Attorney General
University Legal Services

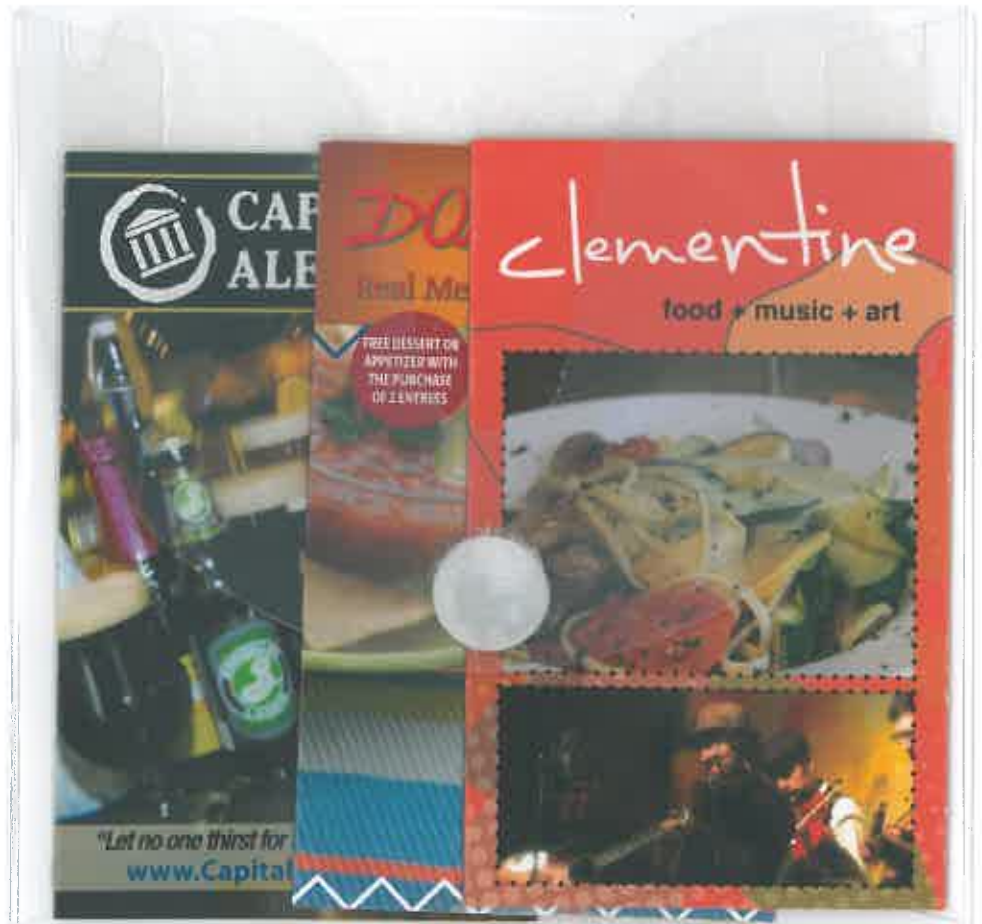
MONDAY EVENING DINNER OPTIONS

Holiday Inn Restaurant

The hotel restaurant is open from 5:00 p.m. until 10:00 p.m. If you wish to dine at the hotel, please present this meal voucher to your server.

Self-sticking business card holder here to hold hotel meal voucher.

At 7:00 p.m. Mr. Blake Shepherd, your chauffeur during the visit, will be available to drive you to a local restaurant if you desire. Menus are provided here for some of our suggested local restaurants.

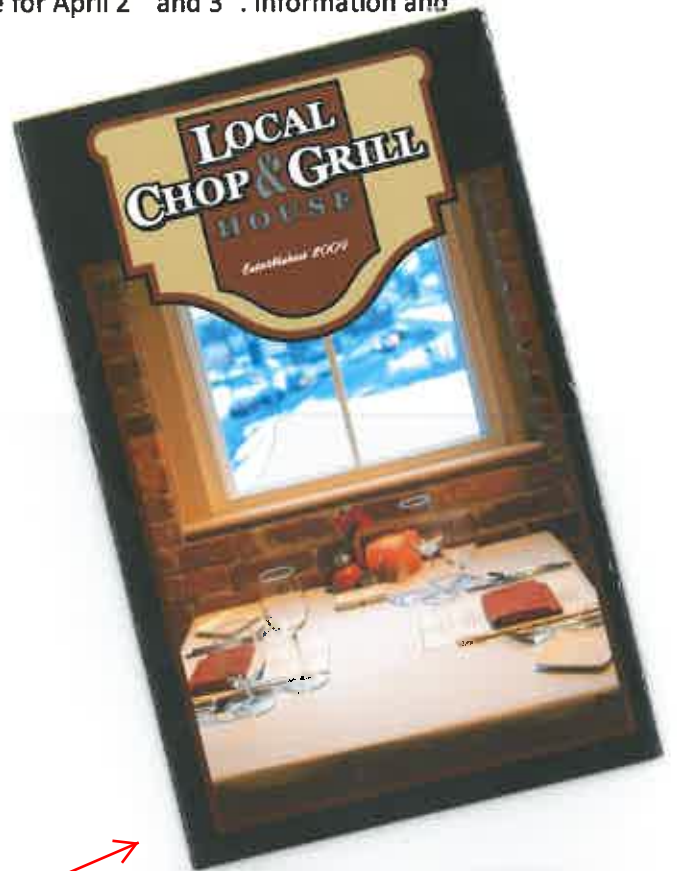


PRIVATE COMMITTEE DINNERS

Dinner reservations have been made for the committee for April 2nd and 3rd. Information and abbreviated menus for each restaurant are below.

Tuesday, April 2, 6:30 p.m.

The Local Chop & Grill House



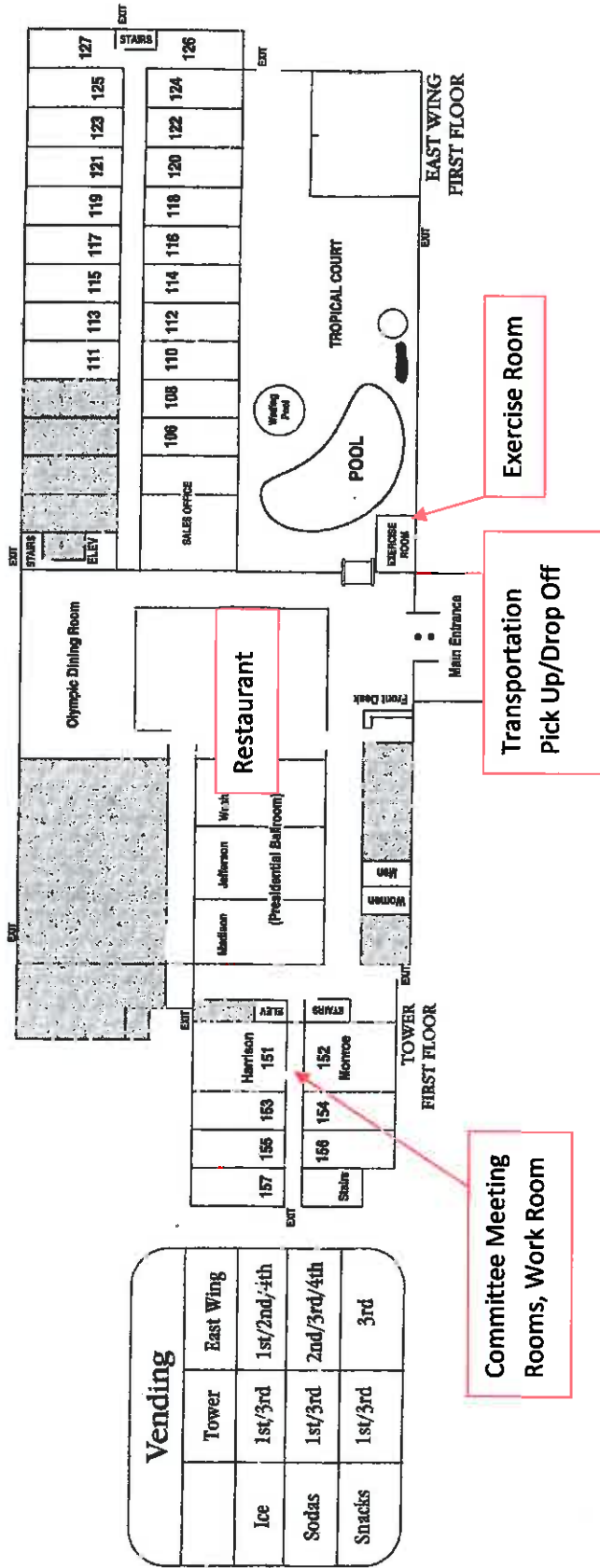
Wednesday, April 3, 6:30 p.m.

L'Italia

Menus are folded brochures that list menu items for each restaurant. They are tucked into self-sticking business card holders.

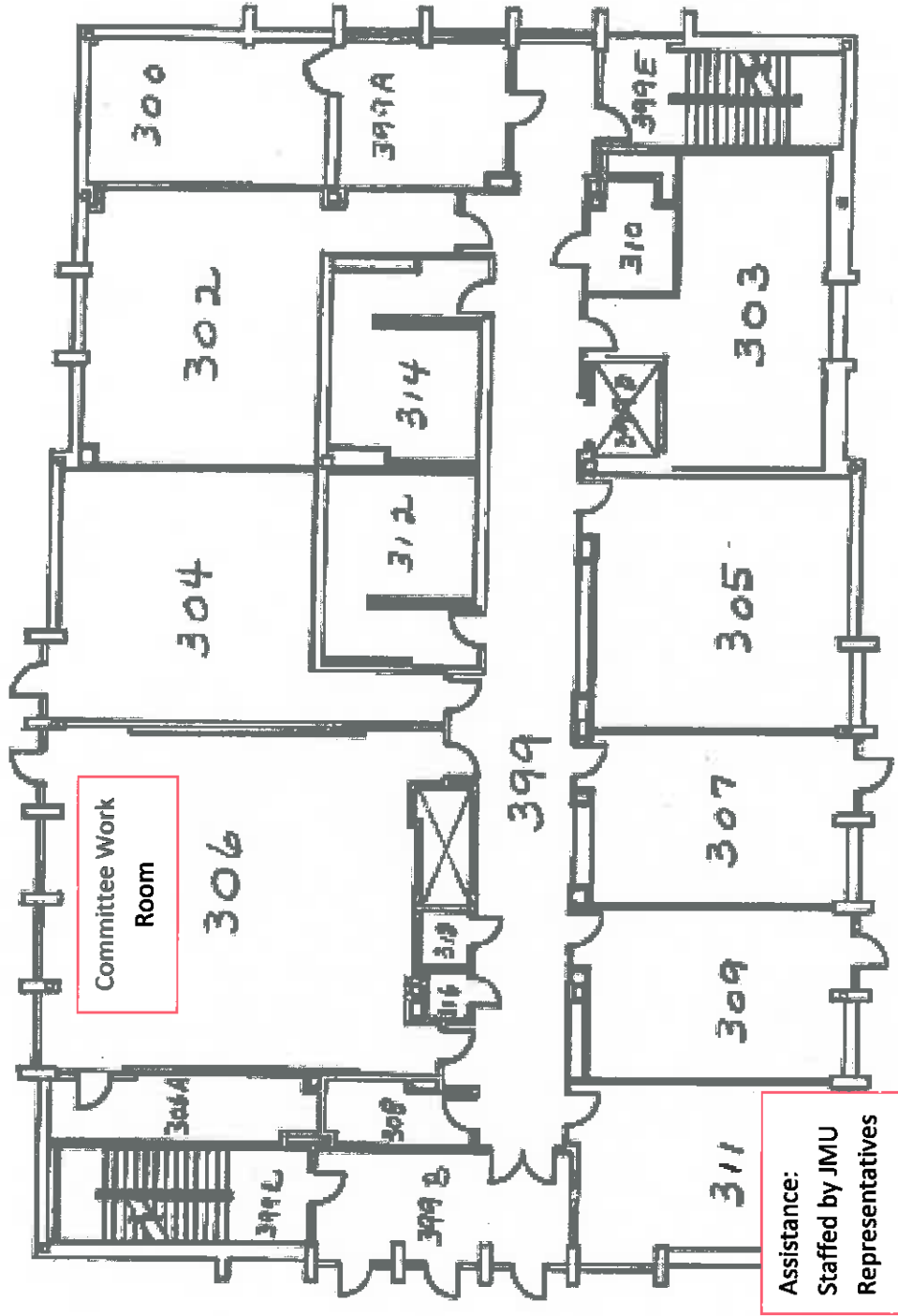


Holiday Inn Harrisonburg First Floor



Taylor Hall

Third Floor



Taylor Hall

Fourth Floor

