

Compliance Certification Update

December 12, 2024

Important Facts from the SACSCOC Annual Meeting

- If your resource manual does not have a brown cover, recycle it.
([RESOURCE MANUAL for The Principles of Accreditation: Foundations for Quality Enhancement](#))
- We must use the 2024 version of the manual (linked above). You can download it from the SACSCOC website and print the sections that apply to your work.
- If your standard states that a policy is needed, review Gordon's policy to be sure it is up-to-date and accurate. For example, standard 5.5 refers to policies regarding the appointment, employment, and regular evaluation of non-faculty personnel. ([GSC Policies](#))

Take-aways from the Annual Meeting

- SACSCOC reaffirmation is crucial to Gordon State's reputation and future so your work on the standards is crucial to Gordon and us.
- We will have an internal and external audit of all standards. Your work will be crucial to our results following our reaffirmation visit.
- This is a campus wide effort. It is a self-study. If the standard falls in your department/division, we need you to write the initial response.
- Don't be afraid to say we are non-compliant as you study your standard. It is better to be non-compliant now so we can do the work necessary to make us compliant.

MORE Take-aways from the Annual Meeting

- Find all of the assessment data you can. Reach out to IR, Deans, and VPs.
- If you are nervous about writing your response to a standard, don't worry. We will schedule times and places for you to write with campus experts.
- When constructing narratives, be mindful that statement of compliance must be supported by relevant, sufficient, and recent evidence.
- Avoid overloading your narrative with unnecessary information; focus on targeted evidence that clearly shows compliance.

MORE Take-aways from the Annual Meeting

- Don't just state that you comply – go beyond that to demonstrate how practices/processes support continuous improvement.
- It is imperative that you have an understanding of all “pieces of the standard” puzzle.
- Faculty rosters will be submitted for Spring 2025 and Fall 2025. The on-site review team may ask for current CVs.
- Policies must be reviewed and updated. They must be correct on our website.
- To become more involved in the process, speak to your VP about becoming a peer reviewer.

MORE Take-aways from the Annual Meeting

- When documenting, you must show regularity. For example, if you have a policy on the review of programs, you must be able to show 2 consecutive cycles. If you evaluate non-faculty staff, you must show 2 consecutive cycles and the evaluations must be signed by all parties.
- You cannot link to a live website. All supporting data must be in PDF form.

Pitfalls

- When presenting evidence, be sure all documentation is complete.
- Address vacancies, interim positions, or acting positions.
- Don't limit your writing to just paragraphs. Use bullet points. Make it easy for the reviewer to understand.
- Do not assume anything. Define what you are discussing. For example, “How does Gordon define Full-time and Part-time faculty?”

Important Gordon Links to Review

- [Compliance Certification Responsibilities](#)
- [Compliance Certification Report 2017](#)
- [Fifth Year Interim Report](#) (GSC SharePoint)
- [Standard Assignments](#)
- [Submissions by Narrative Leads](#)

Questions?