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| **REPORT OF THE INTERIM OFF-CAMPUS INSTRUCTIONAL SITES COMMITTEE**  **New Sites Added Since Last Reaffirmation** |

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| **Statement Regarding the Report**  *The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is responsible for making the final determination on continuing accreditation based on the findings contained in this committee report, the institution’s response to issues contained in the report, other assessments relevant to the review, and application of the Commission’s policies and procedures. Final interpretation of the* Principles of Accreditation *and final action on the accreditation status of the institution rest with SACSCOC Board of Trustees.* |

**Name of the Institution:**

**Date of the Review:**

**SACSCOC Staff Member**:

**Chair of the Committee *(name, title, institution, city and state)***:

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| **Part I. Overview and Introduction to the Institution** |

***Directions to Committee Chair for Part I:*** *Typically the overview can be copied and pasted from the institution’s Documentation for the Interim Off-Campus Instructional Sites Committee form and then edited as appropriate. This section is intended to capture an overview of and rationale for the change, as well as the institution’s capacity for implementing the change.* ***Delete these directions and all other directions (blue font) prior to printing the final report.***

***Directions to the Institution for Part I:*** *Describe the sites (including street address) and their relationship to the main campus. Include the location, initial date of SACSCOC approval, initial date of implementation, programs offered, and current number of students, primary target audience, and instructional delivery methods.*

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| Part II. Assessment of Compliance |

***Directions to Committee for Part II:*** *If the Committee determines that an institution is out of compliance with a standard or requirement, write a recommendation. Because a recommendation requires an institution to take corrective action, specific evidence of non-compliance must be included in the narrative. See Appendix I of the* Handbook for Evaluation Committees *for guidelines for writing a recommendation. Number recommendations consecutively throughout the report and provide a summary list in Appendix B. Address these items only as they relate to the visited sites.*

*If the Committee determines that an institution is in compliance with a standard or requirement and a recommendation is not necessary, develop a comment in accordance with “Guidelines for Writing Comments for Committee Reports,” which is available in Appendix H of the* Handbook for Evaluation Committees.***Delete these directions prior to printing the final report.***

***Directions to the Institution for Part II:*** *Provide narrative and documentation to support compliance with each standard as it applies to the site(s).* ***Include information for the main campus only as it affects the site(s)***

**Section 1: The Principle of Integrity**

1.1 **The institution operates with integrity in all matters.**

*(Integrity)* **[CR]**

*(Note: This principle is not addressed directly by the institution.)*

Comment:

**Section 5: Administration and Organization**

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)*

Comment:

**Section 6: Faculty**

6.2 For each of its educational programs, the institution

6.2.a Justifies and documents the qualifications of its faculty members.

*(Faculty qualifications)*

Comment:

6.2.b Employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review.

*(Program faculty)*

\_\_\_ Compliance

\_\_\_ Non-Compliance

Comment:

6.2.c Assigns appropriate responsibility for program coordination.

*(Program coordination)*

Comment:

**Section 8: Student Achievement**

8.2 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:

8.2.aStudent learning outcomes for each of its educational programs.

*(Student outcomes: educational programs)*

Comment:

**Section 11: Library and Learning/Information Resources**

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

*(Library and learning/information resources)* **[CR]**

Comment:

**Section 12: Academic and Student Support Services**

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

*(Student support services)* **[CR]**

Comment:

**Section 13: Financial and Physical Resources**

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)*

Comment:

**Comments section (optional)**

This section is reserved for committees to provide comments that are not compliance-related but would be helpful feedback for the institution. Any comments placed in this section should not be construed as directives to the institution.

**APPENDIX A**

**Roster of the Interim Off-Campus Instructional Sites Committee**

**Directions to Committee Chair:**  *Include the name, title, institution, city and state of each member.* ***Delete these directions prior to printing the final report.***

**APPENDIX B**

**List of Recommendations Cited**

**in the Report of the Interim Off-Campus Instructional Sites Committee**

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| *List recommendations consecutively. Include the Core Requirement or Standard number, the recommendation number, and the recommendation.*  Example:  Standard 5.4 (Qualified administrative/academic officers), Recommendation 1.  The Committee recommends that the institution demonstrate that it regularly evaluates administrative and academic officers.  ***Delete this box prior to printing the final report.*** |