**Amarillo College SACSCOC Reaffirmation of Accreditation**

**“What will the SACS reviewers ask me?” Session**

**April 13, 2012**

**ON-SITE VISIT**

**September 18-20, 2012**

**NOTE: The following is a tentative schedule. The exact schedule will be determined by the Committee Chair in cooperation with the Accreditation Liaison. It may fluctuate throughout the visit.**

**SUNDAY, SEPT. 16TH – some reviewers including the Committee Chair may arrive at Courtyard by Marriott Hotel Downtown**

**MONDAY, SEPT. 17TH –**

1. **all reviewers should have arrived**
2. **some reviewers may visit 3 off-campuses (any of the 24 dual credit where at least 50% of a degree or certificate is offered) and/or 2 branch campuses**
3. **walk around and ask students and employees question about “What it is AC’s QEP?” or “What is First Year Seminar?” or “What does No Excuses mean?” at the off-campus**

**locations or branch campus where visitors find themselves for other purposes**

1. **common questions for dual credit instructors of record and faculty at branch campuses will likely include the following in the order of most frequent to least frequent:**
   1. **Describe the student learning outcomes for your course and explain how they were determined.**
   2. **How have you been involved with using the results of student performance on these student learning outcomes to make improvements in this course and/or how it prepares the student to complete the program’s degree or certificate?**
   3. **If you something about your course or degree/certificate program has changed because of what was discovered from the data of the student learning outcomes, describe what has changed.**
   4. **Tell me about the last time you were evaluated and describe that process.**

**TUESDAY, SEPT. 18TH –**

1. **some reviewers may visit 3 locations between 8:30-11:00 a.m.**
   1. **any of the off-campus site locations (24 dual credit high schools where at least 50% of a degree or certificate is offered)**
   2. **and/or 2 branch campuses**
2. **officially begins with an orientation meeting for the visitors at noon in the Courtyard by Marriott Hotel Downtown’s Fisk Conference Room**
3. **travel to Washington Street Campus between 1:00 and 1:30 p.m.**
4. **hear a welcome to Amarillo College and orientation on AC’s Quality Enhancement Plan (QEP) around 1:30 p.m.**
5. **settle into On-Site Committee Workroom – Badger Den in Campus Union Building between 2:00 and 2:15 p.m.**
6. **hold interviews with individual administrators and some groups of employees, students and some Board of Regents representatives - probably from 2-4:30 p.m.**

**review personnel files of faculty and administrators whose qualifications were cited by Off-Site Team between 2:30- 4:00 p.m.**

1. **common questions for faculty will likely include the following in the order of most frequent to least frequent:**
   1. **Describe the student learning outcomes for your course/program and explain how they were determined.**
   2. **How have you been involved with using the results of student performance on these student learning outcomes to make improvements in this course and/or how it prepares the student to complete the program’s degree or certificate?**
   3. **If you something about your course or degree/certificate program has changed because of what was discovered from the data of the student learning outcomes, describe what has changed.**
   4. **Tell me about the last time you were evaluated and describe that process.**
   5. **When you are teaching your course content, do you have freedom to determine what to say?**
2. **common questions for academic deans,**
   1. **Provide me evaluations for part-time faculty in these disciplines \_\_\_\_\_\_\_**
   2. **How do you determine what is an appropriate over-load to ensure quality of instruction?**
   3. **How do you ensure that faculty and staff in your areas are using student learning outcomes and the College’s institutional effectiveness efforts to make improvements?**
3. **walk around and ask students and employees question about “What it is AC’s QEP?” or ask “What is First Year Seminar?” or “What does No Excuses mean?” at the Washington Street Campus and any other campus where visitors find themselves for other purposes**

**between 2:30- 4:30 p.m.**

1. **travel to Courtyard by Marriott Hotel Downtown and have dinner at the location selected by the Committee’s Chair around 4:30 or 4:45 p.m.**
2. **identify what will need to be answered on Wednesday that hasn’t already been proven as compliant**
3. **continue to draft On-Site Committee Report which identifies commendations and recommendations and response to QEP**

**WEDNESDAY, SEPT. 19TH –**

1. **travel to Washington Street Campus around 8:30 a.m.**
2. **hold remaining interviews with individual administrators and some groups of employees to identify answers to remaining questions between 8:30 a.m. and 2:00 p.m.**
3. **review personnel files of faculty and administrators qualifications which were cited by Off-Site Team; discuss follow-up questions with VP of Academic Affairs, HR staff , and Accreditation Liaison between 8:30 a.m. and 3:00 p.m.**
4. **walk around and ask students and employees question about “What it is AC’s QEP?” or ask “What is First Year Seminar?” or “What does No Excuses mean?” at the Washington Street Campus and any other campus where visitors find themselves for other purposes**

**8:30 a.m. and 2:00 p.m.**

1. **shred any documents relevant to AC’s visit when finished with such documents 8:30 a.m.-7:00 p.m.**
2. **determine recommendations and commendations**
3. **present preview to Dr. Matney from Committee Chair and Vice President of SACSCOC Dr. Marcy Stoll**
4. **finalize reports from individual committee members**
5. **compile into one report between 3:00 p.m. and 6:30 p.m.**
6. **enjoy an evening together at a restaurant selected by the Committee Chair**

**THURSDAY, SEPT. 20TH –**

1. **review Off-Site Committee Report and determine who will speak at Exit Report during 8:30-8:45 a.m.**
2. **travel to Washington Street Campus around 8:45 a.m.**
3. **present Exit Report at 9:00 a.m. or 9:30 a.m. in Ordway Hall Auditorium or Concert Hall Theatre – all employees and Board members invited; no press**
4. **depart immediately for Amarillo International Airport – no visits with any AC employees**

**#1 RULE: INTEGRITY**

**Always tell the truth. Don’t make up answers or create documents that are intended to hide a problem.**