Timeline
- Vernon College – Track A Class of 2009
- Next reaffirmation (10 year) 2019
- Fifth-Year Interim Report
  Notification letter received from SACS COC by October 15, 2013
  Due Date of Fifth-Year Interim Report - September 15, 2014
  Review by SACS COC – December 2014

Orientation and Training
- President's Team – October 2, 2012
- Instructional Services, Division Chairs and Directors – October 25, 2012
- Primary Persons Responsible – January 4, 2013

Responsibility Matrix and Deadlines		
February 15, 2013 – Draft responses posted to shared drive (note that this date coincides with 2013-2014 general catalog deadlines)		
Fifth-Year Interim Report Requirement	Primary Person Responsible	Date Achieved
Institutional Summary		
1. History and Characteristics	Michelle Alexander and Christie Lehman	
2. List of Degrees	Joe Hite and Amanda Raines	
3. Off-Site Locations and Distance and Correspondence Education	Gary Don Harkey, Bettye Hutchins and Jessica Bennett	
4. Accreditation (see 3.13.a "Accrediting Decisions of other Agencies under Part III)	Shana Munson and Judy Ditmore	
5. Relationship to the U.S. Department of Education	Joe Hite and Melissa Elliott	
Compliance Certification		
1. CR. 2.8, Number of full-time faculty	Gary Don Harkey, Bettye Hutchins and Haven David	
2. CR 2.10, Student support services	John Hardin III and Kristin Harris	

3. CS 3.2.8, Qualified administrative and academic officers	Haven David and Toni Bell
4. CS 3.3.1 – 3.3.1.1, Institutional effectiveness: educational programs	Gary Don Harkey, Bettye Hutchins, and Roxie Hill
5. CS 3.4.3, Admissions policies	Joe Hite and Amanda Raines
6. CS 3.4.11, Qualified academic program coordinators	Gary Don Harkey, Bettye Hutchins and Haven David
7. CS 3.11.3, Physical facilities	Garry David, Gary Don Harkey and Dr. Johnston
8. FR 4.1, Student achievement	Betsy Harkey and Linda Haney
9. FR 4.2, Program curriculum	Gary Don Harkey, Bettye Hutchins, Greg Fowler, Joe Johnston, Mark Holcomb and Karen Gragg
10. FR 4.3, Publication of policies	Joe Hite, Gary Don Harkey and Bettye Hutchins
11. FR 4.4, Program length	Gary Don Harkey, Bettye Hutchins, Greg Fowler, Joe Johnston, Mark Holcomb and Karen Gragg
12. FR 4.5 Student complaints	John Hardin III and Kristin Harris
13. FR 4.6 Recruitment materials	John Hardin III, Brandi Brannon and Michelle Alexander
14. FR 4.7/CS 3.10.2, Title IV program responsibilities/financial aid audits	Garry David, Joe Hite and Melissa Elliott
15. FR 4.8- 4.8.1,Distance and correspondence education	Joe Hite, Gary Don Harkey, Bettye Hutchins and Roxie Hill
FR 4.8.2	Joe Hite, Gary Don Harkey, Bettye Hutchins and Roxie Hill
FR. 4.8.3	Joe Hite, Gary Don Harkey, Bettye Hutchins and Roxie Hill
16. FR 4.9 Definition of credit hours	Gary Don Harkey, Bettye Hutchins and Shana Munson
17. 3.13.1, Policy Commission:	
3.13.a Accrediting Decisions of other Agencies	Shana Munson and Judy Ditmore
3.13.b Complaint Procedures	John Hardin III and Kristin Harris
3.13.c Reaffirmation of Accreditation and Subsequent Reports	Betsy Harkey and Dr. Johnston
3.13.4 Review of distance learning programs As of the document edited October 2013, this requirement was integrated as part of the response for CR 2.8, CR 2.10, CS 3.3.1.1, CS 3.4.11, CS 3.11.3 and FR 4.2-4.9 (see Directions and Guidelines for Completion of Part III…)	Gary Don Harkey, Bettye Hutchins, Roxie Hill and Jessica Bennett

November 2, 2013

QEP Impact Report – note: report only, does not require a response	Criquett Lehman and Betsy Harkey	

February 28, 2013 – SACS COC Leadership Team response review and feedback completed

May 1, 2013 – 2012 and where possible 2013 artifacts posted to shared drive (note that a minimum of two years or three data points (a to b to c) will be needed ex. 2012, 2013 and 2014 as available by final deadlines prior to report submission)

June 28, 2013 – SACS COC Leadership Team artifact review and feedback completed

Collection of artifacts and posting to shared drive will be an ongoing process

October 15, 2013 – Notification letter received from SACS COC

January 31, 2014 – Review/updates to responses by persons with primary responsibility

February 28, 2014 – SACS COC Leadership Team response review, artifact review and feedback completed

March 2014 – Leadership team meets to determine final needs/deadlines for submission of Fifth-Year Interim Report

July 1, 2014 – All final narratives and artifacts posted into shared drive (includes approved and published 2014-2015 publications, handbooks, documents…)

September 15, 2014 – due date for Fifth-Year Interim Report

Resources (note that several updates were posted on the SACS COC website after the October 2012 orientation)
- SACS COC Fifth-Year Interim Report http://www.sacscoc.org/FifthYear.asp which includes information, forms and timelines
- Accrediting Standards http://www.sacscoc.org/principles.asp
- Resource Manual http://www.sacscoc.org/handbooks.asp
- Handbook (not as up to date as Resource Manual) http://www.sacscoc.org/handbooks.asp
- Dr. Crystal Baird's Fifth-Year Interim Review presented during Summer 2013 http://www.sacscoc.org/cbaird.asp
- Templates (always review to ensure up to date with current requirements) http://www.sacscoc.org/cctemplates.asp
- SACS COC Policies and Publications (includes Commission policies, guidelines, good practices and policy statements) http://www.sacscoc.org/policies.asp#policies
- Vernon College SACS COC website http://www.vernoncollege.edu/SACSCOC/home.aspx

November 2, 2013