

Vernon College
SACS COC Fifth-Year Interim Report Process Calendar

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 Sarah Davenport	
3. Off-Site Locations and Distance and Correspondence Education	Gary Don Harkey, Bettye Hutchins and Jessica Sutherland	
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 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 Lana Carter	
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 and Kristin Harris	
13. FR 4.6 Recruitment materials	John Hardin, 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 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	Gary Don Harkey, Bettye Hutchins, Roxie Hill and Jessica Sutherland	
QEP Impact Report – note: report only, does not require a response	Criquet 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
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 December 2012 SACS COC Annual Meeting <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>