Timeline
- Vernon College, Track A Class of 2009
- Next reaffirmation (10 year) 2019

2015 – 2016 AY
- SACSCOC Annual Meeting, December 2015, Houston, TX
- Quality Enhancement Institute July 2016, Grapevine, TX

2016-2017
- SACSCOC Annual Meeting, December 2016, Atlanta, GA
- Orientation of Leadership Teams, December 2016 or January 2017, Atlanta, GA (typically limited to five people from each institution, including the institution's finance officer)
- Quality Enhancement Institute July, 2017, Austin, TX
- "Final" Catalog, Handbook and Policy updates to Board of Trustees, Spring and Summer 2017 (to ensure inclusion in Compliance Certification)

2017-2018
- SACSCOC Annual Meeting, December, 2017, Dallas, TX
- Compliance Certification due, March 2018
- Off-site Peer Review Conducted, May 2018
- Quality Enhancement Plan Due, Summer 2018 (4-6 weeks in advance of on-site review)

2018-2019
- On-site Peer Review, Fall 2018 (September – November)
- SACSCOC Annual Meeting, December 2018, New Orleans, LA
- Review by the SACSCOC Board of Trustees, June 2019

The College Effectiveness Committee will serve as the Vernon College SACSCOC Committee.

The Vernon College SACSCOC Leadership Team will consist of:
President, Dr. Dusty Johnston
Dean of Instructional Services, Dr. Gary Don Harkey
Faculty, Bettye Hutchins
Director of Quality Enhancement, Criquett Lehman
Director of Institutional Effectiveness/SACSCOC Liaison, Betsy Harkey

Note 1: Several of the standards/requirements require that an institution provide a policy. When developing policies and procedures addressing the requirement outlined in a standard, an institution may want to refer to a best practice statement approved by the SACSCOC Board of Trustees that outlines criteria for a functional policy and procedures for implementation. The document, "Developing Policy and Procedure Documents", can be found at http://www.sacscoc.org/policies.asp.

Note 2: All standards/requirements marked with an asterisk will be reviewed by both the Off-Site Reaffirmation Committee and the On-Site Reaffirmation Committee regardless of the judgement rendered at the time of the off-site review.

Note 3: Standards/requirements highlighted in green were included in the Fifth-Year Interim Report.

Date	Criteria	Presented by Primary Person
September 2015	Compliance Certification Process Orientation Review responsibility matrix and discuss deadlines	College Effectiveness Committee, Dr. Johnston and Betsy Harkey
October 2015	Document primary writers for each criteria	College Effectiveness Committee
January 2016	Status update and schedule narrative presentations	College Effectiveness Committee
Institutional Summary		
	Institutional Summary: • Educational Programs and Governance Control • 1. History and Characteristics • 2. List of Degrees • 3. Off-Campus Instructional Locations and Branch Campus • 4. Distance and Correspondence Education • 5. Accreditation • 6. Relationship to the U.S. Department of Education	• Dr. Johnston and Betsy Harkey • Michelle Alexander and Clara Gregory • Joe Hite, Amanda Raines and Shana Drury • Bettye Hutchins, Greg Fowler and Melissa Moore • Roxie Hill, Melissa Moore, Greg Fowler and Bettye Hutchins • Shana Drury and Judy Ditmore • Joe Hite and Melissa Elliott
Compliance Certification		
	Part 1: Signature Page	Dr. Johnston and Betsy Harkey
	Part 2: List of substantive changes (includes approval date and description of substantive change)	Gary Don Harkey, Shana Drury, Betsy Harkey and Dr. Johnston
	Part 3: Institutional Assessment of Compliance	Dr. Johnston and Betsy Harkey (oversight)
Section 1: The Principle of Integrity		

	1.1 – The institution operates with integrity in all matters. (Integrity) – may be addressed by off-site but not included in Compliance Certification document	Dr. Johnston and Betsy Harkey (oversight)

Section 2: Core Requirements

	CR 2.1 – The institution has degree-granting authority from the appropriate government agency or agencies. (Degree-Granting Authority)	Joe Hite and Amanda Raines
	CR 2.2 – The institution has a governing board of at least five members that is the legal body with specific authority over the institution… (Governing Board)	Dr. Johnston and Betsy Harkey
	CR 2.3 – The institution has a chief executive officer whose primary responsibility is to the institution and who is not the presiding officer of the board. (Chief Executive Officer)	Dr. Johnston and Betsy Harkey
	CR 2.4 – The institution has a clearly defined, comprehensive, and published mission statement that is specific to the institution and appropriate for higher education…(Institutional Mission)	Dr. Johnston and Betsy Harkey
	CR 2.5 – The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes…(Institutional Effectiveness)	Dr. Johnston and Betsy Harkey
	CR 2.6 – The institution is in operation and has students enrolled in degree programs. (Continuous Operation)	Joe Hite and Amanda Raines
	CR 2.7 2.7.1 – The institution offers one or more degree programs based on at least 60 semester credit hours or the equivalent at the associate level…(Program Length)	Shana Drury and Mark Holcomb
	2.7.2 – The institution offers degree programs that embody a coherent course of study that is compatible with its stated mission and is based upon fields of study appropriate to higher education. (Program Content)	Greg Fowler, Joe Johnston, Mark Holcomb and Karen Gragg
	*2.7.3 – In each undergraduate degree program, the institution requires the successful completion of a general education component at the collegiate level…(General Education)	Gary Don Harkey, Greg Fowler, Joe Johnston, Mark Holcomb and Karen Gragg
	2.7.4 – The institution provides instruction for all course work required for at least one degree program at each level at which it awards degrees… (Course Work for Degrees)	Greg Fowler, Joe Johnston, Mark Holcomb and Karen Gragg
	*CR 2.8 – The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of each of its academic programs…(Faculty)	Gary Don Harkey, Bettye Hutchins and Haven David

	CR 2.9 – The institution, through ownership or formal arrangements or agreements, provides and supports student and faculty access and user privileges to adequate library collections and services to other learning/information resources consistent with the degrees offered… (Learning Resources and Services)	Marian Grona, Deana Lehman, Roxie Hill and Criquett Lehman
	*CR 2.10 – The institution provides student support programs, services and activities consistent with its mission that are intended to promote student learning and enhance the development of its students. (Student Support Services)	John Hardin III and Kristin Harris
	CR 2.11 2.11.1 – The institution has a sound financial base and demonstrated financial stability to support the mission of the institution and the scope of its programs and services… (Financial Resources)	Garry David and Mindi Flynn
	2.11.2 – The institution has adequate physical resources to support the mission of the institution and the scope of its programs and services. (Physical Resources)	Garry David, Gary Don Harkey and Dr. Johnston
	CR 2.12 – The institution has developed an acceptable QEP that includes an institutional process for identifying key issues emerging from institutional assessment and focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission. (Quality Enhancement Plan) note: not included in Compliance Certification document	Criquett Lehman, Joe Johnston and Misti Brock
Section 3: Comprehensive Standards (Institutional Mission, Governance, and Effectiveness)		
	CS 3.1 Institutional Mission 3.1.1 – The mission statement is current and comprehensive, accurately guides the institution's operations, is periodically reviewed and updated, is approved by the governing board, and is communicated to the institution's constituencies. (Mission)	Dr. Johnston, Betsy Harkey, Michelle Alexander and Mary King
	CS 3.2 Governance and Administration 3.2.1 – The governing board of the institution is responsible for the selection and periodic evaluation of the chief executive officer. (CEO Evaluation/Selection)	Dr. Johnston and Haven David
	3.2.2 – The legal authority and operating control of the institution are clearly defined for the following areas within the institution's governance structure: (Governing Board Control) 3.2.2.1 – the institution's mission 3.2.2.2 – the fiscal stability of the institution	 Dr. Johnston and Betsy Harkey Dr. Johnston and Garry David

	3.2.2.3 – institutional policy	Dr. Johnston, Gary Don Harkey, Joe Hite and John Hardin III
	3.2.3 – The governing board has a policy addressing conflict of interest for its members. (Board Conflict of Interest)	Dr. Johnston, Haven David and Mary King
	3.2.4 – The governing board is free from undue influence from political, religious, or other external bodies, and protects the institution from such influence. (External Influence)	Dr. Johnston, Haven David and Mary King
	3.2.5 – The governing board has a policy whereby members can be dismissed only for appropriate reasons and by a fair process. (Board Dismissal)	Dr. Johnston, Haven David and Mary King
	3.2.6 – There is a clear and appropriate distinction, in writing and practice, between the policy-making functions of the governing board and the responsibility of the administration and faculty to administer and implement policy. (Board/Administration Distinction)	Dr. Johnston, Gary Don Harkey and Haven David
	3.2.7 – The institution has a clearly defined and published organizational structure that delineates responsibility for the administration of policies. (Organizational Structure)	Dr. Johnston, Gary Don Harkey, Haven David and Michelle Alexander
	*3.2.8 – The institution has qualified administrative and academic officers with the experience and competence to lead the institution. (Qualified Administrative/Academic Officers)	Haven David and Toni Bell
	3.2.9 – The institution publishes policies regarding appointment, employment, and evaluation of all personnel. (Personnel Appointment)	Haven David and Toni Bell
	3.2.10 – The institution periodically evaluates the effectiveness of its administrators. (Administrative Staff Evaluations)	Haven David and Toni Bell
	3.2.11 – The institution's chief executive officer has ultimate responsibility for, and exercises appropriate administrative and fiscal control over, the institution's intercollegiate athletics program. (Control of Intercollegiate Athletics)	Dr. Johnston, Haven David and John Hardin III
	3.2.12 – The institution demonstrates that its chief executive officer controls the institution's fund-raising activities. (Fund-Raising Activities)	Dr. Johnston, Haven David and Michelle Alexander
	3.2.13 – For any entity organized separately from the institution and formed primarily for the purpose of supporting the institution or its programs:…(Institution-Related Entities)	Dr. Johnston and Michelle Alexander
	3.2.14 – The institution's policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. These policies apply to students, faculty, and staff. (Intellectual Property Rights)	Haven David, John Hardin III and Gary Don Harkey

	CS 3.3 Institutional Effectiveness The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results of each of the following areas: (Institutional Effectiveness) 3.3.1.1 – educational programs, to include student learning outcomes 3.3.1.2 – administrative support services 3.3.1.3 – academic and student support services 3.3.1.4 – research within its mission, if appropriate 3.3.1.5 – community/public service within its mission, if appropriate	Gary Don Harkey, and Brad Beauchamp Garry David and Mindi Flynn Kristin Harris, Deana Lehman and Marian Grona Betsy Harkey (oversight) Shana Drury and Nina Feldman
	3.3.2 – The institution has developed a Quality Enhancement Plan… (Quality Enhancement Plan)	Criquett Lehman, Joe Johnston and Misti Brock
	CS 3.4 All Educational Programs 3.4.1 – The institution demonstrates that each educational program for which academic credit is awarded is approved by the faculty and the administration. (Academic Program Approval)	Gary Don Harkey, Shana Drury and Bettye Hutchins
	3.4.2 – The institution's continuing education, outreach, and service programs are consistent with the institution's mission. (Continuing Education/Service Programs)	Shana Drury and Nina Feldman
	*3.4.3 – The institution publishes admission policies consistent with its mission. (Admission Policies)	Joe Hite and Amanda Raines
	3.4.4 – The institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer, experiential learning, credit by examination, advance placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs… (Acceptance of Academic Credit)	Joe Hite, Amanda Raines and Gary Don Harkey
	3.4.5 – The institution publishes academic policies that adhere to principles of good educational practice…(Academic Policies)	Joe Hite, Amanda Raines, Michelle Alexander, Kristin Harris, Gary Don Harkey and Bettye Hutchins
	3.4.6 – The institution employs sound acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. (Practices for Awarding Credit)	Joe Hite, Amanda Raines and Gary Don Harkey

	3.4.7 – The institution ensures the quality of educational programs/courses offered through consortia relationships or contractual agreements, ensures ongoing compliance with the *Principles,* and periodically evaluates the consortial relationship and/or agreement against the mission of the institution… (Consortia Relationships/Contractual Agreements)	Gary Don Harkey and Roxie Hill
	3.4.8 – The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a designated credit experience. (Noncredit to Credit)	Joe Hite, Amanda Raines and Nina Feldman
	3.4.9 – The institution provides appropriate academic support services. (Academic Support Services)	Kristin Harris, Deana Lehman and Marian Grona
	3.4.10 – The institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty. (Responsibility for Curriculum)	Gary Don Harkey and Bettye Hutchins
	*3.4.11 – For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field… (Academic Program Coordination)	Gary Don Harkey, Bettye Hutchins and Haven David
	3.4.12 – The institution's use of technology enhances student learning and is appropriate for meeting the objectives of its programs. Students have access to and training in the use of technology. (Technology Use)	Roxie Hill, Criquett Lehman, Mark Holcomb and Shana Drury
	CS 3.5 Educational Programs: Undergraduate Programs 3.5.1 – The institution identifies college-level general education competencies and the extent to which students have attained them. (General Education Competencies)	Brad Beauchamp and Gary Don Harkey
	3.5.2 – At least 25 percent of the credit hours required for the degree are earned through instruction offered by the institution awarding the degree. (Institutional Credits for a Degree)	Joe Hite, Amanda Raines and Gary Don Harkey
	3.5.3 – The institution publishes requirements for its undergraduate programs, including its general education components…(Undergraduate Program Requirements)	Gary Don Harkey, Joe Hite, Amanda Raines and Michelle Alexander
	3.5.4 – At least 25 percent of the course hours in each major at the baccalaureate level are taught by faculty members holding an appropriate terminal degree…(Terminal degrees of faculty)	Gary Don Harkey and Betsy Harkey (oversight)
	CS 3.6 Educational Programs: Graduate and Post-Baccalaureate Professional Programs	Betsy Harkey (oversight)

	CS 3.7 Faculty 3.7.1 – The institution employs competent faculty members qualified to accomplish the mission and goals of the institution…	==Haven David== and Bettye Hutchins
	3.7.2 – The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. (Faculty Evaluation)	Haven David, Gary Don Harkey, ==Greg Fowler==, Joe Johnston, Mark Holcomb and Karen Gragg
	3.7.3 – The institution provides ongoing professional development of faculty as teachers, scholars, and practitioners. (Faculty Development)	Roxie Hill, Criquett Lehman and ==Donnie Kirk==
	3.7.4 – The institution ensures adequate procedures for safeguarding and protecting academic freedom. (Academic Freedom)	Gary Don Harkey, Greg Fowler, Joe Johnston, Mark Holcomb and ==Karen Gragg==
	3.7.5 – The institution publishes policies on the responsibility and authority of faculty in academic and governance matters. (Faculty Role in Governance)	==Gary Don Harkey==, Greg Fowler, Joe Johnston, Mark Holcomb and Karen Gragg
	CS 3.8 Library and Other Learning Resources 3.8.1 – The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission. (Learning/Information Resources)	==Marian Grona==, Deana Lehman, Roxie Hill and Criquett Lehman
	3.8.2 – The institution ensures that users have access to regular and timely instruction in the use of the library and other learning/ information resources. (Instruction of Library Use)	==Marian Grona==, Deana Lehman, Roxie Hill and Criquett Lehman
	3.8.3 – The institution provides a sufficient number of qualified staff-with appropriate education or experiences in library and/or other learning/information resources – to accomplish the mission of the institution. (Qualified Staff)	Haven David, ==Marian Grona==, Deana Lehman, Roxie Hill and Criquett Lehman
	CS 3.9 Student Affairs and Services 3.9.1 – The institution publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community. (Student Rights)	John Hardin III and ==Kristin Harris==
	3.9.2 – The institution protects the security, confidentiality, and integrity of its student records and maintains security measures to protect and back up data. (Student Records)	Joe Hite, ==Amanda Raines==, John Hardin III and Kristin Harris
	3.9.3 – The institution provides a sufficient number of qualified staff – with appropriate education or experience in the student affairs area – to accomplish the mission of the institution. (Qualified Staff)	==Haven David==, John Hardin III and Kristin Harris
	CS 3.10 Financial and Physical Resources	
		==Garry David== and Mindi Flynn

	3.10.1 – The institution's recent financial history demonstrates financial stability. (Financial Stability)	
	*3.10.2 – The institution audits financial aid programs as required by federal and state regulations. (Financial Aid Audits)	Garry David, Joe Hite and Melissa Elliott
	3.10.3 – The institution exercises appropriate control over all its financial resources. (Control of Finances)	Garry David and Mindi Flynn
	3.10.4 – The institution maintains financial control over externally funded or sponsored research and programs.	Garry David, Shana Drury and Deana Lehman
	CS 3.11 Physical Resources 3.11.1 – The institution exercises appropriate control over all its physical resources. (Control of Physical Resources)	Garry David and Dr. Johnston
	3.11.2 – The institution takes reasonable steps to provide a healthy, safe, and secure environment of all members of the campus community. (Institutional Environment)	John Hardin III, Kristin Harris, Haven David and Garry David
	*3.11.3 – The institution operates and maintains physical facilities, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities. (Physical Facilities)	Garry David, Gary Don Harkey and Dr. Johnston
Institutional Responsibility for Commission Policies		
	3.12.1 – The institution notifies the Commission of changes in accordance with the Commission's substantive change policy and, when required, seeks approval prior to the initiation of changes. (Substantive Change)	Gary Don Harkey, Betsy Harkey, and Dr. Johnston
	3.13 The institution complies with the policies of the Commission on Colleges. (Policy Compliance) *3.13.1 - Accrediting Decisions of Other Agencies…	Shana Drury and Judy Ditmore
	3.13.2 – Collaborative Academic Arrangements: Policy and Procedures…	Joe Hite, Amanda Raines and Gary Don Harkey
	*3.13.3 – Complaint Procedures Against the Commission or its Accredited Institutions…	John Hardin III and Kristin Harris
	3.13.4 Reaffirmation of Accreditation and Subsequent Reports 3.13.4.a. - An institution includes a review of its distance learning programs in the Compliance Certification… NOTE: Watch for changes to the Compliance Certification document because the Fifth-Year Review document was edited October 2013 and this requirement was integrated as part of the response for CR 2.8, CR 2.10, CS	Dr. Johnston and Betsy Harkey Gary Don Harkey, Bettye Hutchins, Roxie Hill and Melissa Moore

	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…) ~~3.13.4.b. – If an institution is part of a system or corporate structure, a description of the system operation (or corporate structure) is submitted a part of the Compliance Certification for decennial review.~~	Betsy Harkey and Dr. Johnston (oversight)
	3.13.5 Separate Accreditation for Units of a Member Institution ~~3.13.5.a -. All branch campuses related to the parent campus…~~ ~~3.15.5.b – If the Commission on Colleges determines that an extended unit is autonomous to the extent that the control over that unit by the parent or its board is significantly impaired, the Commission may direct that the extended unit seek to become a separately accredited institution…~~	Betsy Harkey and Dr. Johnston Betsy Harkey and Dr. Johnston (oversight)
	3.14.1 – A member or candidate institution represents its accredited status accurately and publishes the name, address, and telephone number of the Commission in accordance with Commission requirements and federal policy. (Publication of Accreditation Status)	Betsy Harkey and Michelle Alexander
Section 4: Federal Requirements		
	*FR 4.1 – The institution evaluates success with respect to student achievement consistent with its mission…(Student Achievement)	Betsy Harkey and Linda Haney
	*FR 4.2 – The institution's curriculum is directly related and appropriate to the mission and goals of the institution and the diplomas, certificates, or degrees awarded. (Program Curriculum)	Gary Don Harkey, Bettye Hutchins, Greg Fowler, Joe Johnston, Mark Holcomb and Karen Gragg
	*FR 4.3 – The institution makes available to students and the public current academic calendars, grading policies and refund policies. (Publication of Policies)	Joe Hite, Gary Don Harkey and Bettye Hutchins
	*FR 4.4 – Program length is appropriate for each of the institution's programs. (Program Length)	Gary Don Harkey, Bettye Hutchins, Greg Fowler, Joe Johnston, Mark Holcomb and Karen Gragg
	*FR 4.5 – The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. (Student Complaints)	John Hardin III and Kristin Harris
	*FR 4.6 – Recruitment materials and presentations accurately represent the institution's practices and policies. (Recruitment Materials)	Michelle Alexander, LeAnn Scharbrough, Melissa Moore and Melissa Elliott
	*FR 4.7 – The institution is in compliance with its program responsibilities under Title IV of the most recent Higher Education Act as amended…(Title IV Responsibilities)	Garry David, Joe Hite and Melissa Elliott

	*FR 4.8 An institution that offers distance or correspondence education documents each of the following: (Distance and Correspondence Education) 4.8.1 – demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program… 4.8.2 – has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs 4.8.3 – has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with the verification of student identity.	Joe Hite, Gary Don Harkey, Bettye Hutchins and Roxie Hill
	*FR 4.9 – The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy. (Definition of Credit Hours)	Gary Don Harkey, Bettye Hutchins and Shana Drury

Resources
- **SACSCOC Institutional Resources** including General Forms/Guidelines, Interpretations to the Principles of Accreditation as approved by the SACSCOC Board of Trustees, Reaffirmation: Documents, Policies and Timelines, and Commission Policies Directly Related to Reaffirmation http://www.sacscoc.org/inst_forms_and_info1.asp
- Accrediting Standards http://www.sacscoc.org/principles.asp
- Resource Manual http://www.sacscoc.org/pdf/Resource%20Manual.pdf
- Handbook and Guidelines (not as up to date as Resource Manual) http://www.sacscoc.org/handbooks.asp
- Handbook for Institutions Seeking Reaffirmation http://sacscoc.org/pdf/081705/Handbook%20for%20Institutions%20seeking%20reaffirmation.pdf
- 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