

SACSCOC On-site Interview Schedule

October 17, 2018

Tuesday, October 23, 2018, 2:00 - 5:00 p.m.

SACSCOC On-site Reviewer	Time (Length of time required 30 minutes)	Location	Vernon College Employees/Titles identified by SA	SACSCOC Standard	Notes
All SACSCOC Committee Members	1:15-1:45	room 423	SACSCOC Leadership Team, Administrative Team, Decennial and Focused Report Primary Writers, Host Committee Chair and Work Group Leaders	Meet and Greet	After Meet and Greet the following will serve as guides to the Chapparral Room or designated interview room: Haven David - Dr. Ashford; Roxanne Hill - Dr. Baxter; Lindsey David - Dr. Chrystall; Criquett Lehman - Dr. Hinshaw, Dr. Hardt and Mrs. Thorn; Dr. Crandall - Dr. Merritt; Dr. Nordone - Mr. Phillips.

Note: Guides are assigned to take SACSCOC Committee Members to and from the Chaparral Room and designated interview rooms. Dr. Hinshaw and Dr. Ashford are the primary committee members that will want/need to see requested areas of the Vernon Campus at some point/s during October 23 and 24. Contact Criquett Lehman for guides. Mrs. Thorn is an observer and will shadow various committee members for the interviews. Drinks and Snacks will be available for the SACSCOC Committee members in the kitchenette adjacent to their workroom (Chaparral Room). For the Committee members who choose to stay in their interview rooms, contact Michelle Downes to ensure they are offered drinks/snacks in between interview sessions.

Dr. Rebecca Ashford

	3:30	Faculty/Staff Lounge	Haven David, Director of Human Resources	CS 3.2.8 - Qualified Administrative and Academic Officers	<p>Reference Documents: Compliance Assist - Decennial Report; Additional documentation requested: Job Descriptions with Qualifications for: President, Associate Dean of Instruction, Dean of Administrative Services, Dean of Admissions/Financial Aid/Registrar (BH note: also include Dean of Student Services due to organizational structure change); Evaluations for: VP of Instructional Services, Associate Dean of Instruction, Dean of Administrative Services, Dean of Admissions/Financial Aid/Registrar, Dean of Student Services Guide - Haven guides Dr. Ashford back to Chaparral Room if needed. Contact Criquett if Dr. Ashford will need to be guided from Chapparral Room back to Faculty/Staff Lounge.</p>
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4:00	Faculty/Staff Lounge	Garry David, Dean of Administrative Services and Chair of Facilities Planning Committee	CS 3.11.3 - Physical Facilities	Reference Documents: Compliance Assist - Decennial Report; Additional documentation requested: List of people on Facilities Planning Committee and their titles; College Effectiveness Committee minutes showing they reviewed and approved Facilities Planning Committee's recommendations; Administrative Team minutes showing they reviewed and approved Facilities Planning Committee's recommendations Guide: Garry David guides Dr. Ashford to Chaparral Room after Facilities Planning Committee interview. Contact Criquett if Dr. Ashford requests guide to other locations.
4:30	Faculty/Staff Lounge	Garry David, Dean of Administrative Services and Chair of Facilities Planning Committee and Facilities Planning Committee members: Lyle Bonner, Carl Brinkley, Joey Lama, Julie Myers-Kuhn, Dr. Elizabeth Crandall, Dr. Jim Nordone, David Teague, Shana Drury, Paula Whitman, Greg Fowler, Mark Holcomb, Joe Johnston, Jesse Dominquez, Jack Williams, Scott McClure, Dean Brumley, Rachel White, Kim Bateman, Deana Rainwater, Julie Lama, Student Representative	CS 3.11.3 - Physical Facilities	

Dr. Susan Baxter

2:00	Dr. Crandall's Office	Roxanne Hill, Director of Distance Education and Learning Technologies; Betsy Harkey, Director of Institutional Effectiveness	Commission Policy 3.13.4a - Includes review of Distance Learning Programs	Reference Documents: Compliance Assist - Decennial Report; No additional documentation requested. Guide: Roxie guides Dr. Baxter to Chaparral Room if requested. Contact Criquett if Dr. Baxter will need guide back to Dr. Crandall's office
2:30	Dr. Crandall's Office	Holly Scheller, Coordinator of Marketing and Community Relations; Dr. Jim Nordone, Dean of Student Services	FR 4.3 - Publication of Policies	Reference Documents: Compliance Assist - Decennial Report; No additional documentation requested. Guide: Holly guides Dr. Baxter to Chaparral Room if requested. Contact Criquett if Dr. Baxter will need guide back to Dr. Crandall's office.

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3:00	Dr. Crandall's Office	Dr. Lisa Crandall, Vice President of Instructional Services	FR 4.9 - Definition of Credit Hours	Reference Documents: Compliance Assist - Decennial Report; No additional documentation requested. Guide: Dr. Crandall guides Dr. Baxter to Chaparral Room if requested. Contact Criquett if Dr. Baxter will need guide back to Dr. Crandall's office.
3:30	Dr. Crandall's Office	Mark Holcomb, Division Chair - Information and Industrial Technology; Dr. Lisa Crandall, Vice President of Instructional Services; Betsy Harkey Director of Institutional Effectiveness	CS 3.7.2 - Faculty Evaluation	Reference Documents: Compliance Assist - Decennial Report, Focused Report; No additional documentation requested. Guide: Betsy guides Dr. Baxter to Chaparral Room if requested. Contact Criquett if Dr. Baxter will need guide back to Dr. Crandall's office.
4:00	Dr. Crandall's Office	Joe Johnston, Chairman of Core Curriculum Task Force, Member of the Academic Council, and Division Chair/Faculty; Dr. Lisa Crandall, Vice President of Instructional Services	CR 2.7.3 - General Education	Reference Documents: Compliance Assist - Decennial Report; No additional documentation requested. Guide: Joe Johnston guides Dr. Baxter to Chaparral Room. Contact Criquett if Dr. Baxter requests guide to other locations.

Dr. Fiona Chrystall

2:00	Board Room	Katrina Gundling, Coordinator Pharmacy Technology; Cory Nava, Coordinator Emergency Medical Services; Dr. Mary Rivard, Department Chair Nursing	Commission Policy 3.13.1 - Accrediting Decisions of Other Agencies and CS 3.3.1.1 - IE Educational Programs	Reference Documents: Compliance Assist - Decennial Report, Focused Report; No additional documentation requested. Guide: Dr. Rivard guides Dr. Chrystall to Chaparral Room if requested. Contact Criquett if Dr. Chrystall will need guide back to Board Room.
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2:30	Board Room	Jeff Feix, Coordinator Surgical Technology; Diana Shipley, Cosmetology Faculty; Mark Holcomb and Chris Venegas, Industrial Automation Systems; David Tepfor and Anthony Lewis, Welding; Michael Schoppa, Farm and Ranch Management faculty	CS 3.3.1.1 - IE Educational Programs	<p>Reference Documents: Compliance Assist - Decennial Report and Focused Report; Additional documentation requested: Program Reviews and End of Semester Course Reviews (ESCRs) for Health Information Management, HVAC, and Administrative Office Tech; Assessed student artifacts for Cosmetology for years reported in the Focused Report (2014-2015 and 2016-2017); Assessed Capstone assignments for Industrial Automation Systems (Spring 2017 and Spring 2018); Evidence of implemented changes to intro level GTAW welding class since Fall 2017; Assessed student artifacts for Farm and Ranch Management Capstone Guides: Michael (following 2:30 interview) and Mark (following 3:00 interview) guide Dr. Chrystall to Chaparral Room if requested. Contact Criquett if Dr. Chrystall will need guide back to Board Room.</p>
3:00	Board Room	Mark Holcomb, Division Chair Information and Technol	CS 3.3.1.1 - IE Educational Programs	
3:30	Board Room	Lyle Bonner, Director of Physical Plant, Vernon and David Tittle, IT Support Director (RunBiz)	CS 3.3.1.2 - IE Administrative Support Services	<p>Reference Documents: Compliance Assist - Decennial Report, Focused Report; No additional documentation requested. Guide: Lyle guides Dr. Chrystall to Chaparral Room if requested. Contact Criquett if Dr. Chrystall will need guide back to Board Room.</p>
4:00	Board Room	Marian Grona, Director of Library Services; Deana Lehman, Director of PASS Department/Coordinator of Office for Student with Disabilities Services; Clara Garza, Counselor; Jesse Dominquez, Director of Housing	CS 3.3.1.3 - IE Academic and Student Support Services	<p>Reference Documents: Compliance Assist - Decennial Report, Focused Report; No additional documentation requested. Guide: Marian guides Dr. Chrystall to Chaparral Room if requested. Contact Criquett if Dr. Chrystall will need guide back to Board Room.</p>
4:30	Board Room	Betsy Harkey, Director of Institutional Effectiveness	CS 3.3.1, 1-3 IE and FR 4.1 - Student Achievement	<p>Reference Documents: Compliance Assist - Decennial Report, Focused Report; No additional documentation requested. Guide: Betsy guides Dr. Chrystall to Chaparral Room. Contact Criquett if Dr. Chrystall will need guide back to another locations.</p>

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Dr. Garrett Hinshaw

4:00	Student Services Conference Room	Melissa Elliott, Director of Financial Aid	CS 3.10.2 -Financial Aid Audits and FR 4.7 - Title IV Program Responsibilities	For on-site verification only; Reference Documents: Compliance Assist - Decennial Report; Additional documentation requested: Most Recent Financial Aid Audits and Any Title IV approvals and/or audits from DOE Guide: Melissa guides Dr. Hinshaw from and to Chaparral Room. Note that he may also be touring campus.
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Dr. Brian Merritt

2:00	Faculty/Staff Lounge	Dr. Lisa Crandall, Vice President of Instruction; Paula Whitman, Division Chair	CS 3.7.1 - Faculty Competence	Reference Documents: Compliance Assist - Decennial Report, Focused Report; Additional documentation requested for nine faculty on Focused Report Guide: Paula guides Dr. Merritt to Chaparral Room if requested. Contact Criquett if Dr. Merritt will need guide back to Faculty/Staff Lounge.
2:30	Faculty/Staff Lounge	Division Chairs: Paula Whitman, Greg Fowler, Mark Holcomb; and Joe Johnston, Chairman of the Core Curriculum Task Forces, member of Academic Council, and Division Chair/Faculty	CS 3.4.11 - Academic Program Coordination	Reference Documents: Compliance Assist - Decennial Report; No additional documentation requested. Guide: Paula guides Dr. Merritt to Chaparral Room if requested. Contact Criquett if Dr. Merritt will need guide back to Faculty/Staff Lounge.
3:00	Faculty/Staff Lounge	Kristin Harris, Associate Dean of Student Services; Greg Fowler, Instructional Services Division Chair	CSA Supervisors who oversee advising	Reference Documents: Compliance Assist - Decennial Report; No additional documentation requested. Guide: Kristin guides Dr. Merritt to Chaparral Room. Contact Criquett if Dr. Merritt will need guide to other locations.

Mr. Stuart Phillips

2:00	Student Services Conference Room	Dr. Jim Nordone, Dean of Student Services	CR 2.10 -Student Support Services; Commission Policy 3.13.3 - Complaint Procedures Against the Commission or its Accredited Institutions; FR 4.5 - Student Complaints	For on-site verification only; Reference Documents: Compliance Assist - Decennial Report; No additional documentation requested. Guides: Dr. Nordone (after 2:00 interview), Rachel White (after 2:30), Amanda Raines (after 3:00 and 3:30) guide Mr. Phillips to Chaparral Room if requested. Contact Criquett if Mr. Phillips will need guide back to Student Services Conference Room and other locations.
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2:30	Student Services Conference Room	Rachel White, Recruiting Coordinator; Amanda Raines, Director of Enrollment Management; Melissa Moore, Early College Start Coordinator	FR 4.6 - Recruitment Materials
3:00	Student Services Conference Room	Dr. Jim Nordone, Dean of Student Services; Amanda Raines, Director of Enrollment Management; Melissa Moore, Early College Start Coordinator	CS 3.4.3 - Admissions Policies
3:30	Student Services Conference Room	Roxanne Hill, Director of Distance Education and Learning Technologies; Melissa Moore, Early College Start Coordinator; Amanda Raines, Director of Enrollment Management; Melissa Elliott, Director Financial Aid	FR 4.8.1 - Verification of Student Identity in Distance or Correspondence Education; FR 4.8.2 - Written Procedure for Distance and Correspondence Education Student's Privacy; FR 4.8.3 - Written Procedure for Projected Additional Student Charges