Surviving & Thriving: Texas A&M University’s Improved Self Study Process for the SACSCOC Decennial Report

Friday, December 3, 2021 | 12:30-1:00 PM ET
AEFIS Academy Community Events

Lightning Talk Series

Surviving & Thriving:
Texas A&M University’s Improved Self Study Process for the SACSCOC Decennial Report

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HOSTED BY

Dr. Alicia Dorsey
Associate Vice President for Academic Effectiveness & Planning; SACSCOC Liaison
Texas A&M University-College Station

Suzanne Carbonaro
Director of Academic Partnerships
AEFIS
Today’s Agenda

- Planning for data collection for SACSCOC self study
- Importance of collaboration
- Role of technology
- Survival and sustainability of processes for the future
Start with best practices in mind

● Create a functional workflow
● Determine what the final outcome look like
● Ensure that the experience is easy for reviewers/easy for editors
**SACSCOC COMPLIANCE CERTIFICATION PREPARATION**

**Phase 1: Narratives developed**

- **Deadline:** June 5, 2020
- **Deadline:** 8.15.20
- **Deadline:** 11.20.20
- **Forwarded to Approvers by:** 2.1.21
- **Deadline:** 3.15.21
- **Resubmitted to Approvers as Qs resolved**
- **Deadline:** 5.31.21
- **Deadline:** 8.13.21
- **Deadline:** 8.31.21
- **Deadline:** 9.7.21

**Phase 2: Narratives Finalized and Approved**

**Phase 3: CC FINALIZED**

**Step 1:** Editors draft narratives & id supp docs

**Step 2:** Liaison and coordinator provide feedback

**Step 3:** Editors revise narratives per feedback

**Step 4:** Liaison forwards to approvers

**Step 5:** Approvers review narratives – provide prelim feedback/concerns

**Step 6:** Liaison & coordinator address any concerns/Qs

**Step 7:** Final approval by Approvers

**Step 8:** Final copy editing and supporting docs secured

**Step 9:** Final submission docs and thumb drives prepared

**Step 10:** SUBMIT FINAL CC and required docs

**ADDITIONAL DATES OF NOTE:**

- **7.31.20:** Institutional Summary DRAFT (for AY20-21)
- **1.31.21:** All policies (i.e., procedures, guidelines, SAPs, Student Rules) to be used to be developed/reviewed/revised and approved as necessary
- **1.31.21:** FINAL Institutional Summary (for AY20-21)
- **3.1.21:** Final policies to be used publicly accessible/official distributed
Self Study Content Workflow (SACSCOC)

https://aefisdev.academia.edu/browse/AEFIS-9559

Accreditor

Self Study Template

Plan a Self Study

Self Study Liaison or Self Study Coordinator assigns contents to Editors. Content Approvers also should be assigned at this step. All contents are 'draft' at this stage. Once the self study is updated as 'in progress', all self study contents become 'in progress' as well. Then, Editors can start editing the contents.

Self Study Chair

Self Study Liaison

Self Study

Rubric should be defined as settings: "Complete," "Partial Compliance," "Non Compliance"

Editor sets a rubric at this status for standards

Reject (Feedback)

Submit

Self Study Content 'in progress'

Self Study Approver

Self Study Content 'in review'

Self Study Liaison or Self Study Coordinator updates rubrics for standards

Approve

Self Study Liaison and Acc Coord can update the content before approve it.

Approve

Self Study Liaison review

Self Study in review

Once all self study contents become 'in progress'

Submit

Self Study Liaison review

Self Study in review

Self Study Content 'in review'

Self Study Content 'final review'

Self Study Coordinator review

Self Study published

#aefisable
SACSCOC Compliance Certification WORKFLOW ROLES

EDITORS –
- Points of contact for each standard; standards are likely to have more than one EDITOR
- EDITORS need to be able to indicate status (as a “draft” or first assessment of status) –
  - COMPLIANCE
  - NON-COMPLIANCE
  - PARTIAL COMPLIANCE
- Options should be CONTINUE LATER or SUBMIT at end of each standard
- Should be able to link docs in the Document Library that have been tagged to be included in the standard
- Once submitted for review, Editors should not be able to edit until/unless returned for them with requests for revisions
- Once ACCRED LIAISON approves the standard, Editors no longer able to edit (though will still have access to the assigned standards to read revisions)

APPROVERS –
- Likely to be VPs and/or Provost – role will be to review content under their respective purview and approve final content
- Should be able to edit narrative as well as insert general Notes (as with functionality on the Data Collection Forms)
- Besides options to CONTINUE LATER or SUBMIT, Approvers should also be able to REJECT WITH CONCERNS (thus sending back to Liaison/Coordinator for edits) or APPROVE
- Once approved, Approver no longer able to edit, though will keep access so to be able to review as so desired

ACCREDITATION LIAISON –
- Final approver for each standard; will be the last role to indicate final status
  - COMPLIANCE
  - NON-COMPLIANCE
  - PARTIAL COMPLIANCE
- Should be able to edit narratives and/or add documents or Notes regardless of the step in the workflow
- Only Accreditation Liaison (or Coordinator) able to push standard forward to APPROVERS

ACCREDITATION COORDINATOR –
- Able to assign/change roles, add or edits narratives, or add notes at any step in the workflow
- Able to upload documents to the Document Library and associate with relevant standards
- POC with AEFIS for submission preparation

#aeabisable
And then...COVID-19 Hit

- How did the pandemic affect this process for you?
- What are your lessons learned from this?
- But besides wrecking the workflow, did your end goals change? Would you have changed your approach?
Flexibility is key

● Start in advance (18-months)
  ○ But...

● Reality is so much will change in a matter of months
  ○ So...

● What you want the offsite reviewers to receive is a lens into
  the university that is as current possible
  ○ How...
Pedagogy is driver; Technology is the accelerator

-Michael Fullan
Technology

- Far better to make changes on the fly
- Single source of truth – did not have to worry about version control
- Switch out documents quickly and easily
- Know where to go to make the changes
- Living document
- Product the document that day
Surviving

- Plan
- Flexibility
- Technology
 Thriving

● Planning for the writing process
● Planning for the reviewing process
● Planning for the user experience
Thank You!

Q&A

Dr. Alicia Dorsey  
Associate Vice President for Academic Effectiveness & Planning; SACSCOC Liaison  
Texas A&M University-College Station

Suzanne Carbonaro  
Director of Academic Partnerships  
AEFIS
Lightning Talk Series

Addressing Problems of Practice:
Collaborating with Your Community to Establish a Foundation to Collect Meaningful Data

Friday, December 3, 2021 | 3:45-4:15 PM ET

PRESENTER

Dr. Mike Rudolph
Director of Institutional Effectiveness
University of Kentucky
Assessment Professionals Hub
Learn from the best at the 2021 SACSCOC Annual Conference!
December 3 & 6, 2021

Lightning Talks Series—Addressing Problems of Practice: Collaborating with Your Community to Establish...

Digital transformation of your assessment processes is exciting but challenging at the same time. Setting up assessment proficiency scales, translating these scales for your programs and institution, and ensuring...
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What are your ideas?

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