

Created: 03/19/2020

Revised: 06/17/2020

Austin Peay State University
Reaffirmation Compliance Certification Report 2023-2024
Writing Timeline
Phase I, II, III, IV, & V

Located: AcadAffairs\SACSCOC\Reaffirmation 2023-2024\Planning\Timeline\Reaffirmation Report
Detailed Timeline

Table of Contents

Timeline Overview	3
Phase I: Fall 2020 - Spring 2021	3
Phase II: Fall 2021 - Spring 2022	3
Phase III: Late Spring 2022 - Summer 2023	3
Phase IV & V: Fall 2023 - Spring 2024	3
Note on SACSCOC's Differentiated Review Process	4
Phase I: Fall 2020 - Spring 2021	5
Internal Readiness Audit: Standards Not Addressed in the 5 th Year Interim Report	5
Phase I Focus & Timeline	5
July 2020	6
August 2020	6
September 2020	6
October 2020	7
November 2020 - January 2021	7
February 2021	7
March - April 2021	7
Phase II: Fall 2021 - Spring 2022	8
Internal Readiness Audit: Revisiting Standards from the 5 th Year Interim Report	8
July 2021	8
August 2021	8
September 2021	9
October 2021	9
November 2021 - January 2022	9
February 2022	9

March - April 2022	10
Overlap between Phase II and Phase III	10
June 2022 - August 2023	10
April 2022 - Planning & Preparation	10
May 2022 - Orientation.....	11
June 2022 - Outlines 1 st Draft	11
July 2022 - Outlines Feedback & 2 nd Draft.....	11
Phase III: Late Spring 2022 - Summer 2023.....	12
Writing the Reaffirmation Compliance Certification Report.....	12
April 2022 - Planning & Preparation	12
May 2022 - Orientation.....	12
June 2022 - Outlines 1 st Draft	12
July 2022 - Outlines Feedback & 2 nd Draft.....	13
August 2022 - Outlines Final	13
September 2022 - 1 st Draft of Report.....	13
October 2022 - 1 st Draft Feedback	14
November 2022 - 1 st Draft Feedback from Internal Review Team.....	14
December 2022 - 1 st Draft Feedback from Consultant	14
January 2023 - 2 nd Draft of Report, Feedback, and Revisions	14
February 2023 - 2 nd Draft Feedback from Consultant.....	15
March 2023 - 3 rd Draft of Report	15
April 2023 - (Optional Version 3 sent to consultant).....	15
May 2023 - Final Report Sent for Provost Approval.....	16
June 2023 - Final Report Sent for President Approval	16
Phase IV: Fall 2023 - Spring 2024.....	17
Submitting the Reaffirmation Report & Logistics for Onsite Visit	17
August & September 2023 - Prepare and Submit Final Approved Report	17
Fall 2023 - Logistics for Onsite Visit mid-January to mid-April 2024.....	17
Phase V: Spring 2024.....	18
Hosting the SACSCOC Committee for an Onsite Visit.....	18
Mid-January to Mid-April 2024.....	18

Timeline Overview

Phase I: Fall 2020 - Spring 2021

- Conduct Phase I Internal Readiness Audit - complete by **February 2021**
- Focus on the standards that were not in the 5th Year Interim Report
 - Ensure compliance and adequate evidence
 - Plan for addressing any gaps in compliance
 - Keep good notes during audit to make correcting any issues easier
- Keep an eye on Phase II which revisits standards covered in the 5th Year Interim Report
- Address compliance gaps as they are discovered
 - If possible, start correcting issues ASAP
 - Officially begin addressing by **March 2021**

Phase II: Fall 2021 - Spring 2022

- Conduct Phase II Internal Readiness Audit - complete by **February 2022**
- Focus on correcting any ongoing issues from Phase I and revisiting standards that were covered in the 5th Year Interim Report to ensure compliance and adequate evidence.
- Address any remaining compliance gaps identified by the Internal Readiness Audit Phase I and II by **March 2022** in preparation for writing the report and providing evidence
- Phase II and Phase III will overlap slightly as the writers prepare for the report

Phase III: Late Spring 2022 - Summer 2023

- Write the Reaffirmation Compliance Certification Report
- Updating Evidence for Fall 2023
 - Keep clear and accurate notes of any evidence that will need to be updated prior to submitting the report to SACSCOC
 - Most evidence will probably be okay from the previous academic year but org chart, bulletins, academic calendar and handbooks need to be updated or
 - could add updated versions on Xitracs evidence landing page - see if this exists (talk to Brandi)
 - Possible note in cover letter that evidence is based on 2021-2022 but give pathway to where to find the latest evidence
- Internal Review Team reviews and provides feedback on first draft
- Reaffirmation Compliance Certification Report is due first week of **September 2023**
- Consider asking Senior Leadership Team to review the report in addition to the Provost & President
- Make final revisions to the Reaffirmation Compliance Certification Report based on feedback from the Provost, President, and if applicable, other members of Senior Leadership Team

Phase IV & V: Fall 2023 - Spring 2024

- Prepare report for electronic submission to SACSCOC

- Finalize & ship Reaffirmation Compliance Certification Report by **Wednesday, September 4, 2023** (or electronic submission only if that is now an option)
- Onsite Visit **mid-January to mid-April 2024**

Note on SACSCOC's Differentiated Review Process

Please note that SACSCOC offers a Differentiated Review Process for institutions that qualify. More information is available in their policy at the link below:

<https://sacscoc.org/app/uploads/2020/01/Differentiated-Review.pdf>

At the creation of this document in 2020, it is too early for APSU to apply for consideration of participation in the Differentiated Review Process. However, the plan is to apply when allowed to do so and see if SACSCOC states that we qualify. Predicted Differentiated Review Process dates have been added to this document in **orange and highlighted in green** for easy identification.

Phase I: Fall 2020 - Spring 2021

Internal Readiness Audit: Standards Not Addressed in the 5th Year Interim Report

The purpose of the Readiness Audit is to ascertain the extent of Austin Peay State University's compliance with each SACSCOC standard that is required for the SACSCOC Reaffirmation Compliance Certification Report.

The revised SACSCOC standards are found in the 2018 Principles of Accreditation <https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAccreditation.pdf> , and to identify initial evidence to support compliance. The new SACSCOC Resource Manual is also published online: <https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf>

The results of your analysis are not reported to SACSCOC but will be used internally to help remedy any gaps in the University's compliance. Therefore, if you identify potential gaps in the University's current level of compliance, please make recommendations for correcting any compliance and/or documentation issues prior to drafting the Reaffirmation Compliance Certification Report.

The audit process seeks to answer the following questions:

1. Compliance:
 - To what extent is the institution in compliance with each standard and requirement?
 - What are the compliance gaps?
 - How should the compliance gaps be addressed? What actions should be taken and by whom?
2. Documentation:
 - Does the institution have accurate, quality evidence to demonstrate compliance for each standard and requirement?
 - Does the institution know where the evidence is and have ready access to it?
 - How often is the evidence updated?

Phase I Focus & Timeline

- Create SACSCOC Advisory Committee and implement feedback from them for all phases
- Conduct Phase I Internal Readiness Audit - complete by **February 2021**
- Focus on the standards that were not in the 5th Year Interim Report
 - Ensure compliance and adequate evidence
 - Plan for addressing any gaps in compliance
 - Keep good notes during audit to make correcting any issues easier
- Keep an eye on Phase II which revisits standards covered in the 5th Year Interim Report
- Address compliance gaps as they are discovered
 - If possible, start correcting issues ASAP

July 2020

- Identifying and preparing Reaffirmation Report Audit Team Leads
 - Potential Audit Team Leads are given expectations and asked to participate
- President's Senior Leadership Team is asked to confirm the proposed Reaffirmation Compliance Certification Report Audit Team Leaders for each area within the Reaffirmation Compliance Certification Report
- Ensure all Audit Teams have access to SACSCOC Reaffirmation information, Principles of Accreditation, and Resource Manual
- Schedule and prepare for Orientation Session and Small Group/One-on-one Meetings

August 2020

- Orientation Session for Audit Team Leads
 - Workshop for entire group to outline expectations
 - Disseminate Reaffirmation Report Audit notebooks to each Audit Team Lead
- Audit Team Leads identify members of each Reaffirmation Report Audit Team (this team will help them gather any needed information and evidence to determine compliance)
 - **August 28, 2020** - Team Leads submit Audit Team Plan form

September 2020

- Team leaders launch Reaffirmation Compliance Certification Report Readiness Audit Team
- Small Group or One-on-one Meetings
 - Academic Affairs meets with each Reaffirmation Report Audit Teams to prepare for role
- Teams become familiar with 2018 SACSCOC Principles of Accreditation and the SACSCOC Resource Manual that includes the accompanying rationale, questions for consideration, examples of relevant evidence, and more.
- Teams begin to identify potential compliance and documentation issues

October 2020

- Teams submit first Readiness Audit Team Update

November 2020 - January 2021

- Teams submit monthly Readiness Audit Team Update
- Teams continue to identify potential compliance and documentation issues
- Teams work on the development of an outline of information that should be included in our compliance certification report
- Teams develop a list of evidence documents that should be cited in the Reaffirmation Compliance Certification Report

February 2021

- Reaffirmation Compliance Certification Report Readiness Audit Teams submits final comprehensive Readiness Audit Update
- Teams provide an update on the recommendations for correcting compliance and documentation gaps and the implementation status of action plans designed to correct compliance and documentation issues
- Readiness Audit Team process concludes!

March - April 2021

- Academic Affairs, Readiness Audit Teams, and APSU Senior Leadership Team takes action to address any gaps found in the Phase I Internal Readiness Audit

Phase II: Fall 2021 - Spring 2022

Internal Readiness Audit: Revisiting Standards from the 5th Year Interim Report

- Conduct Phase II Internal Readiness Audit - complete by **February 2022**
- Focus on correcting any ongoing issues from Phase I and revisiting standards that were covered in the 5th Year Interim Report to ensure compliance and adequate evidence.
- Address compliance gaps as they are discovered
 - If possible, start correcting issues ASAP

July 2021

- Identifying and preparing Reaffirmation Report Audit Team Leads
 - Potential Audit Team Leads are given expectations and asked to participate
- President's Senior Leadership Team is asked to confirm the proposed Reaffirmation Compliance Certification Report Audit Team Leaders for each area within the Reaffirmation Compliance Certification Report
- Ensure all Audit Teams have access to SACSCOC Reaffirmation information, Principles of Accreditation, and Resource Manual
- Schedule and prepare for Orientation Session and Small Group/One-on-one Meetings
- **July 15, 2021 - Institutions affirm participation in the Differentiated Review Process (DRP)**

August 2021

- Orientation Session for Audit Team Leads
 - Workshop for entire group to outline expectations
 - Disseminate Reaffirmation Report Audit notebooks to each Audit Team Lead
- Audit Team Leads identify members of each Reaffirmation Report Audit Team (this team will help them gather any needed information and evidence to determine compliance)
 - **August 27, 2021** - Team Leads submit Audit Team Plan form

September 2021

- Team leaders launch Reaffirmation Compliance Certification Report Readiness Audit Team
- Small Group or One-on-one Meetings
 - Academic Affairs meets with each Reaffirmation Report Audit Teams to prepare for role
- Teams become familiar with 2018 SACSCOC Principles of Accreditation and the SACSCOC Resource Manual that includes the accompanying rationale, questions for consideration, examples of relevant evidence, and more.
- Teams begin to identify potential compliance and documentation issues

October 2021

- Teams submit first Readiness Audit Team Update
- October 30, 2021 - DRP - Review by Eligibility Committee

November 2021 - January 2022

- Teams submit monthly Readiness Audit Team Update
- Teams continue to identify potential compliance and documentation issues
- Teams work on the development of an outline of information that should be included in our compliance certification report
- Teams develop a list of evidence documents that should be cited in the Reaffirmation Compliance Certification Report
- November 2021 - DRP - Notice to Institutions re: Differentiated Review Process
- December 5-8, 2021 - DRP - Orientation of Leadership Teams

February 2022

- Reaffirmation Compliance Certification Report Readiness Audit Teams submits final comprehensive Readiness Audit Update
- Teams provide an update on the recommendations for correcting compliance and documentation gaps and the implementation status of action plans designed to correct compliance and documentation issues
- Readiness Audit Team process concludes!

March - April 2022

- Academic Affairs, Readiness Audit Teams, and APSU Senior Leadership Team takes action to address any gaps found in the Phase I Internal Readiness Audit
- Both Internal Readiness Audit Phase I and Phase II should now be completed, and any gaps addressed.
- The Readiness Audit Team Recommendations report
 - Report to list any compliance gaps identified in the Readiness Audit and track how they are being addressed
 - Should track which gaps exist, which standards they affect, action taken to address the gaps, whether they have been corrected or are ongoing (if ongoing then future correction information should also be listed)
 - to ensure that any compliance gaps identified in the Readiness Audit that have not yet been remedied are immediately tackled with University support
- All compliance gaps that were found during the Internal Readiness Audit Phase I and Phase II should now be corrected in preparation for writing the report and providing evidence.
 - If there are any ongoing issues, they must be tracked to ensure progress is being made towards becoming compliant.

Overlap between Phase II and Phase III

Phase II and Phase III will overlap slightly in terms of academic years. The writers involved in Phase III need to begin preparation for the report. See below for the Phase III schedule that overlaps with the Phase II academic year (Spring 2022) or skip down to Phase III for the detailed writing schedule, including the months listed below.

June 2022 - August 2023

- Writers to ensure APSU's compliance with assigned standards as they write their narratives, collect and link evidence
 - Ensure all evidence is current and correct
 - Make notes if any narrative information or evidence will need to be updated prior to final version of report (August 2023)

April 2022 - Planning & Preparation

- Identifying and preparing Reaffirmation Report Writers
 - Potential Writers are given expectations and asked to participate
 - Stipend will be provided for those who do not normally work the Summer break
- Disseminate Reaffirmation Report notebooks to each Writer

- Ensure all Writers have access to Xitracs
 - Reaffirmation Report submission form
 - Reviewer portal to access past submission and evidence
- Schedule and prepare for Orientation Session and Small Group/One-on-one Meetings
- Plan to form an Internal Review Team
 - Identify and prepare team members, need their commitment in August, orientation in September, and they will review and provide feedback in November

May 2022 - Orientation

- Orientation Session
 - Workshop for entire group to outline expectations
- Small Group or One-on-one Meetings
 - Academic Affairs meets with each Reaffirmation Report Writer to prepare for role
- Optional (Discuss if writers think it would be useful in the Orientation Session)
 - Writers identify members of each Reaffirmation Report Support Team (this team will help them gather any needed evidence to support the Writer's narrative)
 - Optional - **June 30, 2022** - Writers submit Support Team Plan form

June 2022 - Outlines 1st Draft

- Optional (Discuss if writers think it would be useful in the Orientation Session)
 - Writers identify members of each Reaffirmation Report Support Team (this team will help them gather any needed evidence to support the Writer's narrative)
 - Optional - **June 30, 2022** - Writers submit Support Team Plan form
- **June 17, 2022** - Writers submit 1st draft of outlines for their assigned standards
 - Lynne to review outlines and provide feedback

July 2022 - Outlines Feedback & 2nd Draft

- **July 8, 2022** - Outline feedback given to writers
 - Writers to make immediate outline revisions based on feedback
- **July 22, 2022** - Writers submit 2nd/Final draft of outlines for their assigned standards with revisions
 - Lynne to review outlines and provide approval or additional feedback

Phase III: Late Spring 2022 - Summer 2023

Writing the Reaffirmation Compliance Certification Report

April 2022 - Planning & Preparation

- Identifying and preparing Reaffirmation Report Writers
 - Potential Writers are given expectations and asked to participate
 - Stipend will be provided for those who do not normally work the Summer break
- Disseminate Reaffirmation Report notebooks to each Writer
- Ensure all Writers have access to Xitracs
 - Reaffirmation Report submission form
 - Reviewer portal to access past submission and evidence
- Schedule and prepare for Orientation Session and Small Group/One-on-one Meetings for Writers
- Plan to form an Internal Review Team
 - Identify and prepare team members, need their commitment in August, orientation in September, and they will review and provide feedback in November

May 2022 - Orientation

- Orientation Session
 - Workshop for entire group to outline expectations
- Small Group or One-on-one Meetings
 - Academic Affairs meets with each Reaffirmation Report Writer to prepare for role
- Optional (Discuss if writers think it would be useful in the Orientation Session)
 - Writers identify members of each Reaffirmation Report Support Team (this team will help them gather any needed evidence to support the Writer's narrative)
 - Optional - **June 30, 2022** - Writers submit Support Team Plan form

June 2022 - Outlines 1st Draft

- Optional (Discuss if writers think it would be useful in the Orientation Session)
 - Writers identify members of each Reaffirmation Report Support Team (this team will help them gather any needed evidence to support the Writer's narrative)
 - Optional - **June 30, 2022** - Writers submit Support Team Plan form

- **June 17, 2022** - Writers submit 1st draft of outlines for their assigned standards
 - Lynne to review outlines and provide feedback

July 2022 - Outlines Feedback & 2nd Draft

- **July 8, 2022** - Outline feedback given to writers
 - Writers to make immediate outline revisions based on feedback
- **July 22, 2022** - Writers submit 2nd/Final draft of outlines for their assigned standards with revisions
 - Lynne to review outlines and provide approval or additional feedback

August 2022 - Outlines Final

- **August 5, 2022** - Final outline approved or additional revisions suggested
 - Writers to begin writing narrative and linking evidence immediately
- **August 8, 2022** - Planning conference call with consultants and Lynne (writers do not attend)
- **August 15, 2022** - Finalize Internal Review Team members
 - Identify and notify members (find replacements for any who cannot commit)
 - Plan for an orientation for September 2022
- August 22, 2022 - Classes begin

September 2022 - 1st Draft of Report

- September 5, 2022 - Labor Day - University and Education Center closed
- **September 9, 2022** - Writers to complete narratives in Xitracs, including evidence
 - All evidence and narrative information should be current and correct
 - Make notes if any narrative information or evidence will need to be updated prior to final version of report (August 2023)
- **September 12, 2022** - Orientation for Internal Review Team members
 - Members should have accepted commitment
 - Discuss process and expectations
 - They will review in November. Their feedback is due **November 22, 2022**
- **September 1- October 7, 2022** - Lynne review narratives and evidence; prepare feedback

October 2022 - 1st Draft Feedback

- **October 7, 2022** – Feedback from Lynne given on narratives and evidence (in red font)
- October 10-11, 2022 - Fall Break - No classes at Clarksville Campus or Fort Campbell Center
- **October 31, 2022** - Writers revised narratives (in colored font other than red) and evidence completed

November 2022 - 1st Draft Feedback from Internal Review Team

- **November 1-22, 2022** - Lynne and Internal Review Team to review narratives and evidence; prepare feedback
- November 11, 2022 - Veteran's Day - No classes at the University and Education Center closed
- **November 22, 2022** - Feedback from Internal Review Team is due to Lynne and Writers
- November 24-27, 2022 - Thanksgiving Holiday - University closed
- **November 28-30, 2022** - Lynne review/edit narratives and evidence
 - Writers available to make additional revisions
- November 30, 2022 - Last Day of Classes

December 2022 - 1st Draft Feedback from Consultant

- **December 1, 2022** - Version 1 of Report sent to consultant
- December 1, 2022 - Study Day
- December 2-8, 2022 - Final Exams
- December 9, 2022 - Commencement

The 2023-2024 Academic Calendars were not available at the time of creation of this document. Once they are available, break and holiday information need to be added to the sections below.

January 2023 - 2nd Draft of Report, Feedback, and Revisions

- **January 5, 2023** - Receive feedback from consultant
- **January 9, 2023** - Conference phone call with consultant and entire writing team

- Writers make edits to narratives (in colored font other than red) based on feedback from consultant and ensure all evidence is still current and correct
- **January 20, 2023** - Revisions to narratives and updated evidence due
- **January 23-30, 2023** - Lynne review narratives and evidence
 - Writers to be available to make additional revisions
- **January 31, 2023** - Version 2 of Report sent to consultant

February 2023 - 2nd Draft Feedback from Consultant

- **February 20, 2023** - Receive feedback from consultant
- **February 23, 2023** - Conference phone call with consultant and entire writing team
 - Writers immediately make revisions based on consultant feedback

March 2023 - 3rd Draft of Report

- **March 10, 2023** - Updated narratives and evidence due in XitracS
- **March 13-23, 2023** - Lynne review narratives and evidence
- **March 24, 2023** - Feedback provided to writers
- **March 30, 2023** - Writers complete revisions to narratives and evidence
 - Ensure all information in narratives and evidence is still correct and current
- **March 31, 2023** - Optional Version 3 Report sent to consultant
- **Spring Break?** - add once semester calendar is released

April 2023 - (Optional Version 3 sent to consultant)

- **March 31, 2023** - Optional Version 3 Report sent to consultant
- **April 17, 2023** - Feedback received from consultant
- **April 19, 2023** - Conference phone call with consultant and entire writing team
 - Writers immediately implement feedback and revise narratives and evidence
- **April 28, 2023** - Writers complete FINAL revisions to narratives and evidence
 - Ensure all information in narratives and evidence is still correct and current
- **April 17-28, 2023** - Lynne Reviews narratives and evidence
 - Writers available to make additional revisions

May 2023 - Final Report Sent for Provost Approval

- **May 1-11, 2023** - Lynne review narratives and evidence
- **May 12, 2023** - Report sent to Provost for approval
- **May 31, 2023** - Feedback from Provost
- Implement revisions from Provost's feedback
 - Writers available to assist

June 2023 - Final Report Sent for President Approval

- University Summer Break
- **June 1-15, 2023** – Lynne makes final revisions based on Provost's feedback
- **June 16, 2023** - Report sent to President for approval
 - Also send specific sections to the Senior Leadership Team for review
 - Meeting with Lynne, Senior Leadership Team, Provost, & President to discuss if the report is ready to go
- **June 30, 2023** - Feedback from President and Senior Leadership Team
- Implement revisions from President's feedback
 - Writers to be available to assist

Phase IV: Fall 2023 - Spring 2024

Submitting the Reaffirmation Report & Logistics for Onsite Visit

August & September 2023 - Prepare and Submit Final Approved Report

- **First Day of Classes? - add once semester calendar is released**
- **August 1-25, 2023**
 - Final revisions to narrative and evidence based on President and Senior Leadership feedback
 - Ensure any evidence new for Fall 2023 is updated (org chart, bulletins, academic calendar and handbooks)
- **August 28-31, 2023**
 - Check links, print and bind, prepare flash drives – send to SACSCOC
- Submit report to SACSCOC by **Thursday, August 31, 2023**
 - May be due to SACSCOC September 7, 2023 so ship by September 1, 2023
- **September 1, 2023 - DRP - Compliance Certification Due**

Fall 2023 - Logistics for Onsite Visit mid-January to mid-April 2024

- Begin logistics meetings and planning
- More information will be provided as it becomes available
- **November 1- 4, 2023 - DRP - Off-Site Peer Review Conducted**

Phase V: Spring 2024

Hosting the SACSCOC Committee for an Onsite Visit

Mid-January to Mid-April 2024

- More information will be provided as it becomes available
- **DRP - Six (6) weeks in advance of On-site Review - Quality Enhancement Plan Due (and optional Focused Report)**
- **January - April - DRP - On-Site Peer Review Conducted**
- **December Annual Meeting - DRP - Review by the Committee on Compliance and Reports (C&R) and the SACSCOC Board of Trustees**