

**SACSCOC Reaffirmation of Accreditation  
Class of 2005  
Leadership Team**

**Charge**

The Leadership Team coordinates and manages the internal accreditation review process, overseeing the review of compliance with the *Principles of Accreditation* and the development of the Quality Enhancement Plan (QEP). The Team ensures that the community college community is engaged and informed of the progress of the review. The Team develops the structure for the internal review process, oversees time lines for completion and ensures that appropriate follow-up activities are in place. (Reference description outlined on page 8 of DRAFT “Handbook for Institutional Analysis”)

**Team Member Responsibilities Defined**

**Ex Officio to Accreditation Compliance Committee (ACC) and QEP Committee – Ben H. Wickersham** – This position serves on both the ACC and QEP committees as an ex officio member and reports to the Leadership Team with regard to the efficiency and effectiveness of the members conduct toward completing the accreditation review process.

- Provide guidance to both the ACC and QEP Committees during the reaffirmation of accreditation process.
- Re-enforce to both the ACC and QEP Committees the college’s responsibility for on-going improvement in adherence to SACS-COC requirements and the enhancement of the educational environment.
- Provide confirmation to the Leadership Team that follow-up on actions approved by the Leadership Team is being carried out.
- Propose to the Leadership Team significant opportunities that, if advanced, would be beneficial to integrating the process into the college’s ongoing daily operations.

**Accreditation Liaison – Laurelyn Carlisle** - This liaison position serves as the college’s contact person with the Commission staff person and a resource person for information from the Commission on College to the college community at large. (Reference description outlined in page Appendix B, page 35, DRAFT “Handbook for Institutional Analysis”)

- Identifies a place on campus where all SACS-COC information is housed.
- Disseminates appropriate information and answers questions regarding SACS-COC requirements.
- Ensures that accreditation requirements are being met by the institution and deadlines of submission are met during the reaffirmation process as

well as intervening years, to include but not limited to, Institutional Profiles, Certification of Compliance, and the Quality Enhancement Plan.

**Strategic Planning Quality Enhancement Plan Liaison** – Lillian Young – This Liaison position ensures that Central Texas College demonstrates in the evidence of compliance and in the development of the Quality Enhancement Plan (QEP) an integration of a mature and wholly functional institutional effectiveness operation.

- Provides input to the Leadership Team regarding persuasive argument in support of compliance on standards that pertain to planning and evaluation.
- Presents to the Leadership Team suggested topics for the QEP consideration of approval.
- Ensures that the QEP Committee Chair and members work toward the development of a plan that is consistent with the elements of quality and includes but are not limited to well-defined goals leading to measurable results.
- Ensures the QEP has a strong link to Institutional Research and reports to the Leadership the progress toward a fully developed plan.
- Provide feedback to the Leadership Team and ultimately to the QEP committee on the appropriateness of strategies of implementation and use of both quantitative and qualitative measures toward the accomplishment of student-learning outcomes.

**Accreditation Compliance Committee (ACC) Liaison** – Laurelyn Carlisle, Chair  
This Liaison position apprises the Leadership Team of the status of the compliance review.

- Presents a monthly update on the status of compliance with each Comprehensive Standard.
- Establishes an Action Plan for standards that are in “partial” or “non” compliance.
- Presents to the Leadership Team recommendations for follow-up on unresolved issues of compliance.
- Submits the final Certification of Compliance document to the Leadership Team for approval.
- Upon approval and signature of the Chancellor, signs the final document and submits to the COC March 2004.

**Liaison to Locations at a Distance** – Bill Alexander – This liaison position ensures that the college community at large is engaged in the reaffirmation of accreditation process.

- Provide the communication link from the Leadership Team to Continental, Navy, Pacific Far East and Europe Campuses.
- Bring to the Leadership Team pertinent issues regarding the progress toward the internal review process completion.
- Identify and discuss with the Leadership Team concerns that result with the structure of the internal review and factors that might inhibit progress toward the timeliness of completing the process.
- Sit as an ex officio member of the Accreditation Compliance Committee (ACC) to ensure the all SACS-COC requirements include evidence of support from locations at a distance.

**Technology Liaison** – Jane Perschbach – This liaison position represents the Leadership Team regarding technology issues related to the reaffirmation of accreditation process and timeliness of completion.

- A priority will be to work with Information Technology (IT) to create a repository for the compliance audit data, documentation and reports as well as a portal that serves as a means of communication for the accreditation review process.
- Monitor the status of the college's efforts to accommodate the review process toward the timeliness of completing the process and report to the Leadership Team.
- Ensure that all IT implementations are applicable to the continuous improvement efforts of Central Texas College to utilize technology in all aspects of its daily operations.
- Serve as a resource to both the ACC and QEP Committee's work within the designed technology framework.

**Faculty Liaison** – Suzanne Morales – This Liaison position serves as the communication link between the Leadership Team and all faculty.

- Identifies relevant information that needs to be disseminated to all faculty, full-time and adjunct.
- Assist in identifying the most appropriate means of communicating to faculty.
- Works within the technology framework established to communicate with faculty at the locations at a distance.
- Bring issues to the Leadership Team regarding faculty input for discussion.