



100% SACS Compliant: Strategies and Successes from Two Institutions

SAIR Forum New Orleans September 26-28, 2010

Presenters: Kristina Cragg, kmcragg@valdosta.edu; Ross Griffith, griffith@wfu.edu;

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Slides 28: Sample QEP Budget (Institution 1)

ITEM	Pre-Planning Jan - July 2011	Year 1 2011-2012	Year 2 2012-2013	Year 3 2013-2014	Year 4 2014-2015	Year 5 2015-2016	Totals
Discipline-Based Inquiry Projects		\$183,528		\$200,000			\$383,528
Personnel							
Participating faculty salaries/benefits (.25 FTE)*	\$27,418	\$274,184	\$27,418	\$274,184	\$27,418		\$630,622
Administrative support (AVPR, SRA, FS, IT)*	\$16,428	\$65,711	\$65,711	\$65,711	\$65,711	\$16,428	\$295,699
Supplies, Materials, Travel (QEP Coordinator)	\$1,000	\$1,500	\$6,000	\$6,000	\$6,000	\$1,000	\$21,500
Assessment							
Assessment Workshop on Intrasubject Replication (two days on-campus)	\$600		\$600				\$1,200
Supplies, materials, external consultant review, assessment conference	\$2,000	\$4,000	\$5,000	\$5,000	\$5,000	\$3,000	\$24,000
Supporting QEP Activities							
Graduate Assistant to support QEP	\$6,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$56,000
Annual Campus-Wide Undergraduate Research Symposium		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
TOTAL QEP COSTS	\$53,446	\$543,922	\$119,729	\$565,894	\$119,129	\$35,428	\$1,437,549

* Denotes an in-kind contribution.

Slide 29: Sample QEP Budget (Institution 2)

<u>Expense Categories</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>Total</u>
Intercultural Competency Program	18,000	25,000	20,900	21,800	22,700	108,400
Assessments	25,000	20,000	20,750	21,500	22,250	109,500
International student and faculty recruitment	14,000	17,750	18,500	19,250	20,000	89,500
Program Oversight	15,000	24,150	25,300	26,450	27,600	118,500
Curricular and faculty development	12,000	18,000	18,300	18,600	18,900	85,800
Exploratory trips for new programs	9,000	9,500	10,000	10,500	11,000	50,000
Stipends and scholarships	131,000	146,750	153,500	160,250	167,000	758,500
Program and staff support	107,000	68,250	70,500	73,250	75,500	394,500
Contingency	-	10,000	10,000	10,000	10,000	40,000
Total	331,000	339,400	347,750	361,600	374,950	1,754,700



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Slide 36: Sample Preparation Checklist

On-site Preparation Checklist	
Secure funding source for SACS expenses (verify account numbers and acceptable purchases)	Coordinate with Campus Printing Services
Prepare purchase order for SACS reaffirmation	Prepare welcome folders, name tags, meeting room signage, airport welcome sign, name tents, etc.
Conduct visit of area hotels and meeting rooms	Prepare VSU leadership team and SACS committee roster pictures and biography for folder
Reserve block of hotel rooms and meeting room	Arrange with off-campus hotel for catering
Arrange Chair's preliminary visit	Deliver welcome folders, SACS materials, office supplies, and technology to hotel and on-campus meeting room
Send information outline to COC staff representative	Prepare welcome baskets for hotel rooms
Reserve multiple on-campus meeting rooms (i.e., welcome session, workroom, breakout rooms, private workrooms)	Make dinner reservations for evening meals
Contact campus IT dept. with technology requests (i.e., computer, printer, internet access, dedicated IT support)	Arrange with university catering for refreshments and meals
Arrange on-site transportation (shuttle)	Prepare SACS Campus Overview and Welcome presentation
Prepare agenda and provide copies to all parties who may be involved (i.e., chair, transportation, catering, administrators, hotel)	Someone to follow-up/confirm all of the above
Arrange informational session/social for students and faculty involved in reaffirmation	

**Slide 41: 10 Highest Items of Non-Compliance
Off-Site Review of 77 Institutions in 2008**

Rank	Item	Percent Non-Compliant
1	3.7.1 Faculty competence/qualifications	88%
2	3.3.1 Institutional effectiveness	69%
3	3.5.4 Terminal degrees of faculty	62%
4	3.5.1 College-level competencies	62%
5	3.2.10 Administrative staff evaluations	60%
6	3.7.2 Faculty evaluation	48%
7	3.4.7 Consortia relationships/contractual agreements	46%
8	3.4.11 Academic program coordination	44%
9	4.5 Student complaints	43%
10	2.11.1 Financial resources	40%