

DOCUMENT INVENTORY

(This is not an all inclusive listing, just some helpful suggestions.)

Section I: Principles and Philosophy of Accreditation

ITEM	DOCUMENT	OFFICE
Compliance with <u>The Criteria</u> , Commission requests, and agree to public disclosure	Letter	President/Chancellor
Formal Authority	Letter/Statue State Agency	President/Chancellor
Governing Board	List of Members Board Policy and Bylaws	President/Chancellor
Chief Executive Officer, Degree program, published statement of purpose	<u>Catalog</u> Contracts	President/Chancellor
Institutional Plan Planning Process Academic (including student “outcomes”) Financial Physical Procedures for Program Review and Improvement	Planning Document	President/Chancellor Provost or Chief Academic Officer Chief Student Development Officer Chief Financial Officer
General Education courses and Student Outcome	<u>Catalog</u> Departmental Outcomes	Chief Academic Officer
Full-time Part-time and Adjunct Faculty	Transcripts Transcript review for Foreign Credentials	Chief Academic Officer and/or Human Resources
Financial Statement and Audit	Formal Reports Managements Letters Audits	Chief Financial Officer
Initial Membership In continuous operations through one program cycle and graduated one class	Lists	Registrar
Representation of Status with COC	All institutional publications, especially <u>Catalog</u>	Publication Office(s)

Section II: Institutional Purpose

ITEM	DOCUMENT	OFFICE
Defined Purpose	<u>Catalog</u>	President/Chancellor

Section III: Institutional Effectiveness

ITEM	DOCUMENT	OFFICE
Evaluation of Institutional Plan	Assessment Record(s) of Each Academic Unit	Chief Academic Officer
Evaluation of Student Performance for Each Academic Program at Each Degree Level	Assessment Record(s) Documenting Student Performance (Achievement)	Chief Academic Officer
Evaluation of Each Administrative and Educational Support Unit	Assessment Record(s) for Each Unit	Individual Senior Officer
Evaluation of Institutional Research Function (Performance and Resources)	Use Survey Personnel Evaluation Analysis of Unit Function	Director of Institutional Research

Section IV: Educational Program

ITEM	DOCUMENT	OFFICE
Admission Policies (include regular evaluation of Policies) (include undergraduate and graduate)	<u>Catalog</u> All documentation indicating institution is following policies	Registrar
Award credit policies	<u>Catalog</u> All documentation indicating institution is following policies	Registrar
Degree completion requirements	<u>Catalog</u>	Registrar

ITEM	DOCUMENT	OFFICE
Demonstrate student competence in reading, writing, oral communication, fundamental math skills and the basis use of computers	<u>Catalog</u> Definition of Competence Document 100% of students meet requirement	Registrar Chief Academic Officer
A defined process by which curriculum is established, reviewed, and evaluated	<u>Faculty Handbook</u>	Chief Academic Officer
Program Coordinators Appropriate Credentials	Listing Transcript	Chief Academic Officer
Board Approval – Degrees etc.	Board Minutes	President/ Chancellor
Regular evaluation of instruction	Annual Faculty Evaluations	Chief Academic Officer
Course syllabi goals and requirements of each course Nature of course content Methods of evaluation	Improvement Plans presented to student early in each course	Chief Academic Officer
Published grading policies	<u>Catalog</u>	Registrar
Evaluation of: Non-Traditional formats off-campus instruction	Comparison Documents	Chief Academic Officer Director of Institutional Research
Evaluation of Advisement Program	Description of Program and Regular Evaluation	Chief Academic Officer
Graduate Program Must have faculty curricula and resources beyond undergraduate program	Syllabi <u>Budget Audit</u> Faculty credentials and vita	Chief Academic Officer Chief Financial Officer
Goals and Evaluation of goals for Distance Learning Program	Written (administrative as well as academic goals)	Chief Academic Officer
Goals and Evaluation of Goals for Continuing Education	Written (administrative as well as academic goals)	Chief Academic Officer

ITEM	DOCUMENT	OFFICE
Student Records maintained for credit and non-credit (usually in one safe and secure central location) (Back-up data in difference location)	Student Transcript	Registrar
Written policies concerning student records	Policy statements	Registrar
Policies for recruiting and appointing faculty (proficient in oral and written communication)	<u>Faculty Handbook</u>	Chief Academic Officer
Faculty credential requirements are most stringent. Please refer to <u>The Criteria</u>	Transcripts	Chief Academic Officer
Statement on Academic Freedom	<u>Faculty Handbook</u>	Chief Academic Officer
Faculty participation in Academic Affairs	<u>Faculty Handbook</u> Board Policies	Chief Academic Officer President
Faculty Load Policies	<u>Faculty Handbook</u>	Chief Academic Officer
Faculty Evaluation	Criteria Published	Chief Academic Officer
Consortial Relationships/Contractual Agreements	Written and Evaluated	Appropriate Senior Officer

Section V: Educational Support Services

ITEM	DOCUMENT	OFFICE
Purpose statement for library	Written and Evaluated Regularly	Librarian
Library orientation program	Program and/or agenda	Librarian
Cooperative agreements	Formal, Written and Evaluated	Librarian
Credentials of Staff	Transcripts	Chief Academic Officer/Human Resources
Assigned responsibility to staff for Distance Learning	Written Goals	Librarian

ITEM	DOCUMENT	OFFICE
Information Technology Plan: Relate to academic programs, computer hardware and software, data bases, communication networks, trained technical and user services staff, staff training, security measures etc. – Evaluated regularly	Plan and Policies Written	Senior Officer responsible for information Technology
Student Development Plan a) goals (distance learning, if appropriate) b) activities c) resources d) staff	Plan	Chief Student Development Officer
Institutions participation in Title IV, must document compliance	Title IV Document	Chief Financial Officer
Athletic Plan a) Goals and Objectives b) Relate to institutional purpose c) Regularly evaluated d) Finance controlled by administration e) External units – independent audits f) Same academic requirements for athletes as other students	Plan Audits	Chief Executive Officer

Section VI: Administrative Processes

ITEM	DOCUMENT	OFFICE
Organization Chart Description of Titles and Terms	Chart <u>Faculty Handbook</u>	President/Chancellor

ITEM	DOCUMENT	OFFICE
Board of Trustees a) Membership b) Removal c) Financial Reporting d) Policy-making and administrative responsibility	Bylaws	President/Chancellor
Official Policies a) Duties and responsibilities of administrative officers b) Pattern of organization c) Role of faculty is governance d) tenure policies e) employment security f) due process g) personnel policies	Published in <u>Personnel Handbook</u> and or <u>Faculty Handbook</u>	President/Chancellor
Institutional Advancement Plan a) goals and objectives b) Fund-raising c) Regularly evaluated	Plan	Vice President for Institutional Advancement
Financial Plan a) Budget Projections related to Academic Goals b) Budget Projections Procedures for Budget Provisions	Plan	President/Chancellor
Accounting System ACUBA	Audit Management Letters	Vice President for Finance
Published Policy for refunding fees and charges to students	Catalog	Vice President for Finance
All personnel handling funds must be bonded	Catalog	Vice President for Finance
Written statement of investment	Catalog	Vice President for Finance
Risk management program	Catalog	Vice President for Finance
Comprehensive Facility Master Plan	Plan	Vice President for Finance

ITEM	DOCUMENT	OFFICE
Comprehensive Maintenance Plan	Plan	Vice President for Finance
Faculty Policy for institutional obligations and research grant	Written Policy	Vice President for Finance and Chief Academic Officer
Related Corporate Entities require much documentation (Refer to <u>Criteria</u>)		Vice President for Financial Affairs
Self-Study (Section I)	Book	Self-Study Steering Committee
Self-Study Addendum (Section I)	Book	Self-Study Steering Committee
Follow-Up Plan (Section I)	Book	Self-Study Steering Committee
Institutional Policies for Formal Complaints (Section I)	Book	Chief Executive Officer