

**Dalton State College  
Self-Study Program**

**Checklist for Committee Reports:**

Principal Committee \_\_\_\_\_

Date of Submission \_\_\_\_\_

Reviewed by Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Check	Item	Comment
	The report contains Introduction Methodology Analysis Recommendations, Suggestions, Proposals Commendations Self-Study Goals Description of Follow-up Plans Deadlines	
	All <b>must</b> and <b>should</b> statements from the <i>Criteria</i> are addressed	
	The analysis is sufficient: it uses appropriate methodology and critically addresses strengths and weaknesses. It avoids mere description.	
	The report follows the guidelines for formatting provided in the Editorial Guidelines.	
	The writing is clear and concise.	

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**Report of Committee Concerns**

<b>SACS Area</b>	
<b>Entire should statement if applicable</b>	
<b>Problem/concern</b>	
<b>Level of concern*</b>	
<b>Date of referral</b>	
<b>Delegated to which administrative officer (title)</b>	
<b>Further delegation to</b>	
<b>Date report due</b>	
<b>Plan/Action</b>	

\*Indicate whether the concern represents a should statement not satisfied or a matter not directly related to the *Criteria*.

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**Report of Committee Proposal** (Not related to **Must** or **Should** statements but concerns matters the Principal committee believes will benefit the College)

<b>Date</b>	
<b>SACS Area</b>	
<b>Proposal</b>	
<b>Date of Referral</b>	
<b>Forwarded to</b>	
<b>Further delegated to</b>	
<b>Date response needed</b>	
<b>Plan/Action</b>	

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**Self-Study Committee Criteria Conformance Reporting Form**

**Section #:**

**Section Title:**

Dalton State College (circle): **Does Not Meet** **Meets** **Exceeds** the Criteria.

Criteria <sup>1</sup>	Documentation List	Statements of Support <sup>2</sup>

<sup>1</sup> The *Must*, *It is the responsibility*, or *It is expected* statements.

<sup>2</sup> Give an explanation of how the criteria is met or not met and how the documentation supports this. Include page numbers of documents where appropriate. Statements should be clear and concise, perhaps bullet format, not paragraphs. Please also document data that demonstrates exceptional performance where that is the case.

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**Data Request Form**

<b>Date:</b>		
<b>Request sent to:</b>	<b>Division or Department:</b>	<b>Name and Title:</b>
<b>SACS <i>Criteria</i> Section:</b>		
<b>Data needed:</b>		
<b>Date Data Needed:</b>		
<b>Requested by:</b>	<b>Committee:</b>	<b>Chairperson:</b>
<b>Copies to:</b>	<b>Frank Beesley, Director, SACS Self-Study program</b>	<b>Other:</b>

Note: If the data requested is not available from the organization it is requested from, please do not forward to another organization. Send the request form, noted "not available," to the Self-Study Director with any suggested location for obtaining the data.

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**Request for Funds by Principal Committee**

<b>Principal Committee</b>	
<b>Date of Request</b>	
<b>Amount Requested</b>	
<b>Reason for Request</b>	

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**SACS Institutional Effectiveness Section III**

<b>Must/ Should Statement</b>	<b>College Div. Or Unit</b>	<b>Necessary Document? Available?</b>	<b>From Whom?</b>	<b>How to Get Information if Document Unavailable</b>	<b>Level of Necessity Vital? Serious? Good to Have?</b>

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**Interview Request Form**

<b>Interviewer</b>	
<b>Interviewee</b>	
<b>Requested Date and Time</b>	
<b>Requested Place of Interview</b>	
<b>Approximate Duration of Interview</b>	
<b>Must Statement(s) Involved</b>	
<b>General Nature of the Interview</b>	
<b>Documents That May Be Needed</b>	

**Interviewer's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Interviewee**

<b>Alternative Arrangement:</b>
<b>Suggested Date and Place:</b>
<b>Suggested Alternative Interviewee:</b>

**Interviewee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**Interview Summary**

Please attach to this form a list of questions asked during the interview and a summary of the responses.

<b>Date of Interview</b>	
<b>Purpose of Interview</b>	
<b>SACS criterion being addressed Please quote in full</b>	
<b>Person being interviewed</b>	
<b>Person conducting interview</b>	
<b>List of documents obtained (if any)</b>	
<b>Signature of person being interviewed and date</b>	
<b>Signature of interviewer and date</b>	

**Dalton State College  
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**Meeting Minutes**

**Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Presiding:** \_\_\_\_\_

**Present:** \_\_\_\_\_

\_\_\_\_\_

**Absent:** \_\_\_\_\_

<b>Topic</b>	<b>Discussion/Report</b>	<b>Disposition</b>

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**Report of Non-Compliance**

<b>Date</b>	
<b>SACS Area</b>	
<b>Entire Must Statement</b>	
<b>Problem/Concern</b>	
<b>Level of Concern (see below)*</b>	
<b>Date of Referral</b>	
<b>Referred to Whom?</b>	
<b>Further Referral?</b>	
<b>Date Response Needed</b>	
<b>Plan/Action</b>	

\*

- Full non-compliance–major problem
- Partial non-compliance–requires immediate action
- Partial non-compliance–probable easy solution

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**Request for Survey**

<b>Principal Committee</b>	
<b>Must/Should Statement</b>	
<b>Suggested Survey Question(s)</b>	
<b>Type of Response:</b> Yes/No Likert Scale Write-in Other	
<b>Level of Necessity</b> Vital Serious Nice to Know	
<b>Respondents?</b> Students Faculty Alumni Administration Staff Board of Trustees Academic Department Other	

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**Steering Committee “Principal-Committee Report” Evaluation**

<b>Date of Review:</b>		<b>Reviewer:</b>	
<b>Principal Committee</b>	<b>Name:</b>		<b>Criteria Sections Reviewed:</b>
<b>Principal Committee Chair:</b>			
<b>Status of Report (Check One):</b>	<b>Accept Unchanged</b>		<b>Return for Revision</b>

For review of Principal Committee Self-Study Reports by Steering Committee Members. See the “Analysis and Evaluation Flowchart,” Step 5 in the “Self-Study Manual.” Attach added pages as required. Send completed form to the Self-Study Director with a copy to the Principal Committee Chair.

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**Survey Results**

<b>Principal Committee</b>	
<b>Must/Should Statement</b>	
<b>Respondents</b>	<b>Students, Faculty, Alumni, Administration, Staff, Other</b>
<b>Survey Question</b>	
<b>Type of Response</b>	<b>Yes/No, Write-in, Other</b>
<b>Number of Responses</b>	
<b>Response Breakdown:</b>	