

SACSCOC
University of Tennessee at Chattanooga
REAFFIRMATION COMMITTEE ON-SITE REVIEW
April 5-7, 2011
ITINERARY

SACS Onsite Committee members traveling from distant locations may elect to arrive the evening prior to the start of the next day's scheduled visit. No activities are planned.

DAY ONE: Tuesday, April 5, 2011

Onsite Committee members should plan to arrive at the hotel at least one hour before the initial orientation session.

11:30 am – 1:30 pm Onsite Committee orientation session starts with a working lunch. Agenda: team building, orientation of committee, debriefing on assignments, and refining next steps in process. Location - hotel conference room.

Compliance Issues:

1. What questions remain to be answered before the committee can reach closure on its decisions regarding the institution's compliance with the requirements identified by the Off-Site Committee?
2. Who on campus would have the information the committee needs in order to make its decision?
3. What documents need to be reviewed?
4. What does the committee report need to provide in those instances where the committee judges the school to be out of compliance with a given requirement?

Quality Enhancement Plan (QEP)

1. What questions and/or issues need to be explored with all constituencies on campus during the visit?
2. What questions and/or issues need to be explored with specific sub-groups on campus?
3. What documentation does the committee need to review while on campus?
4. How will the committee write up its report pertaining to the QEP?
5. Who will be responsible for reporting the committee's findings to the institution?

2:00 – 2:15 pm Onsite Committee travels to campus.

2:15 – 2:45 pm Welcome session with institution's Leadership Team (light refreshments available). Host president and onsite chair will facilitate introductions plus an overview of college and of the committee's work. Location TBD.

3:00 – 4:00 pm Entire Onsite Committee meets with the QEP Leadership team – Location TBD
The purpose of this meeting is to provide institution's leadership team that developed the QEP with an opportunity to present an overview of the plan to the committee before it begins its in-depth conversations about specific aspects of the QEP. The institution should address the following topics within this presentation:

1. Rationale for undertaking the project

2. Institution's capacity to undertake the project. This discussion might include items such as prior activities or projects that suggest its capacity to undertake and complete this project. For instance, has the institution worked with other institutions or professional organizations on projects related to the QEP
3. An overview of major topics or components of the plan
4. An overview of the expected outcomes
5. An overview of the means by which the college will evaluate the extent to which it achieves the expected outcomes
6. Intended consequences of the plan for the college.

4:00 – 5:00 pm Onsite Committee members conduct individual reviews regarding the remaining compliance issues as necessary.

Selected onsite committee members meet with QEP team leaders.

5:00 – 5:30 pm Onsite Committee meets in Executive Session to assess progress and adjusts next day's schedule/focus. Location – campus workroom.

5:30 – 6:00 pm Onsite Committee travels to hotel

6:30 pm Dinner

8:30 pm Onsite Committee members work independently as needed.

DAY TWO: Wednesday, April 6, 2011

8:00 – 8:15 am Onsite Committee Travel to Campus

8:30 – 10:30 am Meetings with Selected Administrative Officers on Campus
 Various onsite committee members will meet individually with the chief administrative officers responsible for each major unit (academic affairs, student services, administrative services, etc.) to discuss any remaining compliance issues within their units. The purpose of these meetings will be to provide the institution's chief administrative officers with an understanding of the committee's findings. For each compliance issue, the committee will identify the issue and describe the basis for the committee's assessment. If the administrative officer feels that pertinent information to support its compliance with the issue that the committee may not have considered during its deliberations, then the Committee will provide an opportunity for the institution to make the information available to the committee following its meetings with campus personnel to discuss the QEP. Committee members with assignments related to US DOE issues may finish those meetings during this time, as well.

QEP Lead Evaluator and other committee members who have already completed their assignments related to compliance issues meet with the institution's QEP leadership team to begin discussions of the QEP.

10:45 am – 12:00 pm Focused Group Discussions pertaining to the QEP

Group I: Exploring the QEP: An Examination of the Focus and Assessment of the QEP

This meeting provides an opportunity for an in-depth discussion of major issues surrounding the QEP. Members of the committee will meet with individuals involved in developing the QEP and in determining the formative and summative evaluations to be used to assess the impact of the QEP

Group II: Exploring the QEP: An Examination of Institutional Capacity and Campus Involvement

This meeting provides an opportunity for an in-depth discussion of major issues surrounding the resources (fiscal, human, physical) dedicated to implement and complete the QEP. The discussion will also explore issues related to the involvement of the campus constituencies in developing and implementing the QEP.

12:15 – 1:30 pm	Luncheon meetings
	Luncheon #1 Local Board of Trustees members, Chancellor and selected onsite committee members
	Luncheon #2 Students Groups (2 groups)
1:30 – 3:00 pm	Onsite Committee members continue reviews on campus
	Onsite Committee members schedule follow-up meetings with campus personnel to discuss issues bearing upon the QEP.
2:00 pm	Onsite committee leadership meet with Chancellor
3:00 – 3:15 pm	Onsite Committee travel to Hotel
3:30 – 4:30 pm	Individual time to complete work
4:30 – 6:00 pm	Onsite Committee meets in Hotel conference room to discuss findings. Led by the Chair, the committee will reach consensus regarding the wording of any recommendations, review the process of finishing the draft report, and discuss the exit conference.
6:30 – 8:00 pm	Dinner at nearby restaurant
8:30 pm until ?	Onsite Committee members finalize reports and submit drafts to the Chair. Chair compiles final draft report.
DAY THREE:	Thursday, April 7, 2011
8:30 – 9:30 am	Exit Conference is scheduled with all onsite committee members in attendance. Other members of the President’s staff will also be present. Hotel Conference Room.
9:45 am	Onsite Committee departs.