

**Southern Association of Colleges and Schools  
Commission on Colleges**

**The Institute on Quality Enhancement and Accreditation  
August 1, 2012**

**Mike Johnson's *New and Improved Unofficial* Reaffirmation Top 12 List  
[It's too important to stop at 10!]**

1	<b>Think like the reviewer.</b>
2	Avoid using future tense [QEP exception]
3	Start early.
4	If not in compliance – say so!
5	Do not shortchange resources devoted to the task.
6	Assessment matters – a lot.
7	Remember the QEP is about student learning and/or the learning environment.
8	Policies must be implemented!**
9	Mode of instruction and location of instruction is critical
10	What out for policy statements! [3.12.1 and 3.13.]
11	Publications help – but the Principles are key!
12	Test materials!

\* “Implicit in every [Core Requirement/Comprehensive Standard/Federal Requirement] mandating a policy or procedure is the expectation that the policy or procedure is in writing and has been approved through appropriate institutional processes, published in appropriate institutional documents accessible to those affected by the policy or procedure, and implemented and enforced by the institution.” This is being closely enforced. If you never had to apply the policy, explicitly say so!

\*\* These are on our website. The direct link is:  
<http://www.sacscoc.org/policies.asp>

Thinking like the reviewer. The reviewer:

- Is a volunteer
- Has a day job
- Knows the subject
- Is not reading your report cover to cover
- May or may not be computer savvy
- Is not from your state
  - Does not know your acronyms and abbreviations
  - But might be from Missouri

Future tense in a narrative:

- Shouts "NON-COMPLIANCE"
- Implies the need for an Action Plan

Overlooked resources needed for accreditation:

- IT support
- Scanning documents
- Proofreading

Implementing policies

- Board conflict of interest (3.2.3)
- Personnel (3.2.9)
- intellectual property (3.2.14)
- Admissions (3.4.3)
- Academic freedom (3.7.4)
- Faculty role in governance (3.7.5)

Test materials

- Don't assume materials from vendors are correct
- Multiple platforms/browsers
- Make sure links work