



August 24, 2020

***RE: SACSCOC Institutional Reaffirmation Class of 2022***

Dear Florida Poly Campus Community:

For the past several months we have been fully occupied with preparing campus for reopening in a Covid-19 environment. This focus will continue throughout the fall semester and the foreseeable future, but despite these circumstances, the cycle of accreditation continues unabated.

Florida Polytechnic University achieved its initial institutional accreditation from SACSCOC in 2017. This established the University as a fully accredited institution affording students and faculty access to federal funds to support education and research and enable the University to elevate its reputation as a University of continuous quality improvement.

Now it is time for the University to move from the initial accreditation phase to the standard accreditation cycle with our first reaffirmation. Florida Poly is a member of the class of 2022, and assuming a positive reaffirmation decision, we will not undergo another full institutional accreditation visit from SACSCOC again until 2032. (There is, as standard procedure, a required 5th-year mid-term report that does not include a site visit.)

Thus, the purpose of this letter is to formally charge the Leadership Team and Steering Committees so that they may begin to take the formal action. (Much preliminary work has already been underway.) Second, this letter will broadly outline the timeline and define some components of this process, which differs in a few significant ways from our initial accreditation effort.

## Committees

The following committee provide supervisory structure to the reaffirmation effort's. At the head of the enterprise is the Leadership Team.

### Leadership Team

The Leadership Team consists of the President; Provost & Executive Vice President of Academic Affairs; Accreditation Liaison; Vice President of Finance and Administration; Vice President of Advancement; and, Vice President and General Counsel.

The Leadership Team's role is to ensure that all areas of the institution contribute to the self-study effort and to provide support as needed to move the areas into compliance with appropriate Principles and Policies where compliance is, or appears to be, insufficient. The Leadership Team approves the timeline; coordination of all external arrangements with site visitors; approves the Quality Enhancement Plan topic (QEP) and the QEP Lead Evaluator; authorizes budgets specific to the reaffirmation process; and

apprises the Board of Trustees of progress associated with reaffirmation and the Quality Enhancement Plan.

### Reaffirmation Steering Committee

The RSC is led by the Vice Provost of Academic Affairs and includes the following members: Director of Institutional Research & Effectiveness (K. Calkins); Curriculum & Assessment Manager (J. Morrow); Assistant General Counsel (M. Schmiz); Assistant VP of Finance & Controller (P. Farley); Vice Provost of Student Affairs (K. Miller); Associate Vice Provost of Admissions & Financial Aid (B. Corpus); Technology Services Special Projects & Interim CIO (C. Tate); University Registrar (D. Grayckowski).

The role of the Steering Committee includes the following:

- Outline process and coordinate SMEs for writing and documentation;
- Reviews drafts for compliance and documentation, provide support, review, and require rewrites as needed;
- Submit drafts to Leadership team for review;
- Finalizes drafts and compliance preparation;
- Communicate with Leadership Team where additional assistance or process change may be needed.

### Quality Enhancement Plan (QEP) Development Team & Steering Committee

An institution's QEP derives from gaps between its performance expectations and its outcomes on *student achievement* metrics, *student learning outcomes*, or both. The QEP development team, which consists of the Vice Provost of Academic Affairs and his staff, have been working for the past several months, along with other Academic Affairs administration and staff, examining institutional data around these metrics and outcomes. Their objective is to deliver a set of potential topics that address institutional need, are informed by best-practices in higher education, and align with University strategic priorities.

This Development Team will soon deliver this list to the QEP Steering Committee, which is comprised of the membership of the University's Institutional Effectiveness Committee. The IEC will review the list and identify up to 5 topics from the list to recommend to the Leadership Team for selection.

Once a QEP Topic is selected, the IEC will work to identify a **QEP Implementation Team** and identify a Lead Evaluator (a expert in the field associated with the QEP's topic who will serve with the on-site reaffirmation team; this is a person external to the University and the State of Florida). The IEC/QEP Steering Committee will also help the Implementation Team stay on schedule and provide a sounding board for the development of the plan through writing, piloting, and submission to SACSCOC.

### QEP Process

As indicated above, the Institutional Effectiveness Committee will serve as the QEP Steering Committee and will submit a selection of up to five topics to the Reaffirmation Leadership Team for consideration. The Leadership Team will trim the list and invite the University Community to comment on each

proposal. This process of public feedback will be handled both synchronously through public—MS Teams—forums, and asynchronously through a Qualtrics survey/comment form.

## Timeline for Reaffirmation Process

### Fall 2020

- **QEP Selection Process** and the identification of an **Implementation Team**.
- **Reaffirmation Steering Committee**
  - Committee Forms; reviews compliance audit; draft assignment delegations

### Spring 2021

- Advisory Visit from SACSCOC Institutional VP
- Compliance Certification full draft Due May 1
- QEP full draft Due May 1

### Summer 2021

- July, SACSCOC Summer Institute (QEP Implementation Team)
- August, QEP Revised Draft, Fall Pilot set to deploy.
- August, Compliance Certification Final Edits

### Fall 2021

- September 7, 2021 – Compliance Certification Due
- Offsite review

### Spring 2022

- Focused Report & QEP Due
- Feb/March – Onsite Visit
- Response to the Visiting Committee

### Fall 2022

- December 2022 – SACSCOC Board Decision

We have a strong foundation on which to build from our initial accreditation, but there is more work to be done. While this coming academic year will be extremely busy, this effort is critically important to keeping the University moving forward. I thank you for your cooperation and attention to announcements and communications related to our SACSCOC Reaffirmation.

Best,



Randy K. Avent