A REVIEW OF ELON’S 5TH YEAR INTERIM REPORT

15th Annual NCICU Assessment Conference
June 11-12, 2019: Guilford College
Rob Springer
Elon University
We would answer as many resource manual suggestions as reasonable to provide a triangulation approached to proving compliance.

The resource manual was a primary guide for us along with visiting other schools reports via the SACSCOC annual conference.

We assigned each section to SME’s for them to write and provide documents.

Entire report was reviewed by 4 people: President, Provost, Associate Provost (assigned the report), and Director of IE.
WHAT WE ARE **NOT** GOING TO COVER

Part I: Signatures Attesting to Integrity
Part II: Institutional Summary Form Prepared for Commission Review

Part IV: Fifth-Year Follow-Up Report (applicable to select institutions)
Part V: Impact Report of the Quality Enhancement Plan
WHAT WE ARE GOING TO COVER

1. Problem areas cited in Decennial
   • 6.1 - FT Faculty, 6.2.B – Program Faculty, 8.2.A – Student Learning
2. Standards directly linked to mission statement
3. Other standards as time permits
5th-Year Interim Report

✓ 24 Standards

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<td>14.4</td>
<td>Representation to other agencies</td>
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</table>
**Full-time Faculty:**

The institution employs an adequate number of full-time faculty members to support the mission and goals of the institution.

- Define Full-Time
- Headcount by FT/PT
- Pct of hours by FT/PT
- Expectations by track (teach-load, Service, Professional Activity)
- Average Class Size and distribution
- Average # of advisee’s per FT-Faculty
- Reassigned Time
- Student-Faculty Ratio (w/Peers)
- Std satisfaction with teacher contact
- Pct Terminal Degrees
- Other accreditations (AACSB, ACEJCM,…)
- KPI’s (w/Peers)
- IPEDS, Faculty handbook, Institutional databases, website
For each of its educational programs, the institution:

b. employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review.

- Professional development opportunities
- Curriculum approval/oversight
- FT/PT faculty by department
- Average # of advisee’s by department
- Program level information: Degree-by-major
- Department-Major-Degree(s)
- FT Faculty, Enrollment, Degrees Awarded
- Pct hours by FT/PT status, Total hours
- Faculty Handbook, Institutional databases
*Standard – 8.2.A

Student Outcomes:

The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in the areas below:

- History of Assessment
- Support for Assessment via other offices
  - OIR&A, CATL, Writing Center
- Assessment processes
- Program-by-degree, learning outcomes, 3-years of reports

- Institutional databases
Standard – 6.2.C

Program Coordination:

For each of its educational programs, the institution:

c. assigns appropriate responsibility for program coordination.

- Major, Degrees(s), Coordinator w/CV and educational qualifications
- GenEd, External Reviews for currency
- Curriculum oversight and maintaining currency

Faculty Handbook
Student Achievement:
The institution identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution uses multiple measures to document student success.

- Rational for indicators and goals
- Student Achievement and Success reports
- Graduate programs completion rates
- Participation in HIPs
- Post graduation placement
- National & International Fellowships
- Licensing Exams
- Course completion

https://www.elon.edu/u/administration/institutional-research/

http://topproducing.fulbrightonline.org/
Program Content:

Educational programs

(a) embody a coherent course study,

(b) are compatible with the stated mission and goals of the institution

(c) and are based upon fields of study appropriate to higher education.

- Education Consistent with the Elon University Mission and Goals
- Education with a Coherent Course of Study
- Faculty Control of Content for Each Course
- Assessment of Student Outcomes & Overall Program
- Education Appropriate to Higher Education
- Faculty handbook, catalogs, other accreditors
Standard – 10.5

Admissions Policies and Practices:

The institution publishes admissions policies consistent with its mission. Recruitment materials and presentations accurately represent the practices, policies, and accreditation status of the institution. The institution also ensures that independent contractors or agents used for recruiting purposes and for admission activities are governed by the same principles and policies as institutional employees.

G Undergraduate admissions policies and practices
G Recruitment
  G Printed materials
  G Presentations and global representation
  G Electronic communication
  G Application and review for admissions
  G Video information
G Application and review for admissions
  G First-year admissions
  G Transfer students
  G International students
  G Athletes
  G Performance-based programs
  G Awarding scholarships
  G Recruiting a diverse student body
G Graduate admissions policies and practices
Student Support Services:
The institution provides appropriate academic and student support programs, services, and activities consistent with its mission.
Standard – 13.7

Physical Resources:

The institution ensures adequate physical facilities and resources, both on and off campus, that appropriately serve the needs of the institution’s educational programs, support services, and other mission-related activities.

- Campus facilities
  - Instructional, academic support, student spaces
  - New or renovated spaces
  - Classroom inventory listing
  - Residence and student life spaces
  - Dining facilities
  - Athletic
  - Parking and transportation
  - Off-campus sites to be addressed

- Master plans... campus, long range, sustainability, technology

- Maintenance and monitoring of facilities
- Student/faculty satisfaction

Table 13.7-A
Square Footage by Primary Space Usage

<table>
<thead>
<tr>
<th>Space Primary Usage</th>
<th>Fall 2012 (Square Feet)</th>
<th>Fall 2018 (Square Feet Including Leased Space)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>810,619</td>
<td>906,140</td>
</tr>
<tr>
<td>Athletics</td>
<td>210,570</td>
<td>239,080</td>
</tr>
<tr>
<td>Dining</td>
<td>76,562</td>
<td>103,513</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>118,662</td>
<td>144,519</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>14,490</td>
<td>72,569</td>
</tr>
<tr>
<td>Student Support</td>
<td>102,820</td>
<td>346,026</td>
</tr>
<tr>
<td>Student Housing</td>
<td>638,331</td>
<td>1,353,371</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2,128,356</td>
<td>3,165,318</td>
</tr>
</tbody>
</table>
Standard – 5.4

Qualified Administration / Academic Officers:

The institution employs and regularly evaluates administrative and academic officers with appropriate experience and qualifications to lead the institution.

- 4 separate areas
  1. Senior Staff
     1. Org chart
  2. Additional Academic Affairs Admin
     1. Org chart of Academic Affairs
  3. Admin in other areas
     1. Org charts in Std.Life, BFT, Admissions
  4. Law School
     1. Org Chart

- CV
- Job description
- Evaluations
- Faculty/staff Manuals
CR – 9.2

Program Length:

The institution offers one or more degree programs based on at least 60 semester credit hours or the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level. The institution provides an explanation of equivalencies when using units other than semester credit hours. The institution provides an appropriate justification for all degree programs and combined degree programs that include fewer than the required number of semester credit hours or its equivalent unit.

- Undergraduate programs degree length in credit hours
- Graduate programs degree length in credit hours
- Monitoring credit hours
- Faculty handbook, Substantive change policy, examples of transcripts by degree, catalogs,

Table 9.2-A
Program Length for Undergraduate Degrees

<table>
<thead>
<tr>
<th>Undergraduate Degree Program</th>
<th>Length In Credit Hours</th>
<th>Link To Sample Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A.</td>
<td>132</td>
<td>History</td>
</tr>
<tr>
<td>B.S.</td>
<td>132</td>
<td>Exercise Science</td>
</tr>
<tr>
<td>B.F.A.</td>
<td>132</td>
<td>Music Theatre</td>
</tr>
<tr>
<td>B.S.B.A.</td>
<td>132</td>
<td>International Business</td>
</tr>
</tbody>
</table>
## Public Information

The institution makes available to students and the public current academic calendars, grading policies, cost of attendance, and refund policies.

<table>
<thead>
<tr>
<th>Undergraduate Program</th>
<th>Academic Catalog</th>
<th>Elon University Website</th>
<th>On Track (Online Portal For Students And Faculty - Access To On Track Does Not Require A Login)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>Catalog: p. 17</td>
<td>Online (PDF)</td>
<td>Online (PDF)</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>Catalog: p. 32</td>
<td>Online (PDF)</td>
<td></td>
</tr>
<tr>
<td>Cost of Attendance</td>
<td>Catalog: p. 56</td>
<td>Online (PDF)</td>
<td></td>
</tr>
<tr>
<td>Refund Policies</td>
<td>Catalog: p. 10</td>
<td>Online (PDF)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Programs</th>
<th>Graduate Catalog</th>
<th>Elon University Website (Click Program For Online Source)</th>
<th>On Track (Online Portal For Students And Faculty - Access To On Track Does Not Require A Login)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Programs only</td>
<td>M.B.A.</td>
<td>M.S. Management (PDF)</td>
<td>Online (PDF)</td>
</tr>
<tr>
<td>M.B.A. Management</td>
<td>M.Ed.</td>
<td>M.S. Accounting (PDF)</td>
<td></td>
</tr>
<tr>
<td>M.A. Higher Education</td>
<td>M.S.</td>
<td>M.S. Physician Assistant Studies (PDF)</td>
<td></td>
</tr>
<tr>
<td>M.A. Interactive Media</td>
<td>M.S.</td>
<td>D.P.T. Physical</td>
<td></td>
</tr>
</tbody>
</table>

- Academic calendars
- Grading policies
- Cost of attendance
- Refund policies
- University website
- On-Track
Standard – 10.3

Archived Information:
The institution ensures the availability of archived official catalogs, digital or print, with relevant information for course and degree requirements sufficient to serve former and returning students.

- Maintaining academic catalogs
- Changes to academic programs and course offerings
- Access to information
- Academic advising sheets
- On-track, curriculum management system
- Academic catalogs
Standard – 10.6.A

Distance and Correspondence Education:

An institution that offers distance or correspondence education:

a. ensures that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit.

- Online education at Elon
  - Existing Elon student
  - Face-to-Face meeting w Faculty
- Registration for Online courses
  - Same access protocol as on-campus students
Standard – 10.6.B

Distance and Correspondence Education:

An institution that offers distance or correspondence education:

b. has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.

- Academic Catalog
  - FERPA
- Policy Based
  - Passwords
  - Data security
  - Information security
- Student Handbook
- Honor Code/Code of Conduct
Standard – 10.6.C

Distance and Correspondence Education:

An institution that offers distance or correspondence education:

c. ensures that students are notified in writing at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

- Does not apply - we do not charge for student identification verification
Standard – 10.7

Policies for Awarding Credit:

The institution publishes and implements policies for determining the amount and level of credit awarded for its courses, regardless of format or mode of delivery. These policies require oversight by persons academically qualified to make the necessary judgments. In educational programs not based on credit hours (e.g., direct assessment programs), the institution has a sound means for determining credit equivalencies.
Standard – 10.9

Cooperative Academic Arrangements:

The institution ensures the quality and integrity of the work recorded when an institution transcripts courses or credits as its own when offered through a cooperative academic arrangement. The institution maintains formal agreements between the parties involved, and the institution regularly evaluates such agreements.

- Consortiums
- Dual Degrees
- International Programs and Agreements
- Study Abroad Affiliate and exchange programs
  - Agreement docs
- Transcript examples
- SACSCOC notifications/Acceptances
- MoU’s
- Substantive Change Policy and procedure
**Standard – 12.4**

**Student Complaints:**

The institution:

(a) publishes appropriate and clear procedures for addressing written student complaints,

(b) demonstrates that it follows the procedures when resolving them, and

(c) maintains a record of student complaints that can be accessed upon request by SACSCOC.

- Complaints not covered by a specific process
- Grade appeals
- Bias and harassment
- Title IX
- Disabilities related

- Student handbooks
- Title IX resources
- Faculty handbook
Standard – 13.6

Federal and State Responsibilities:

The institution

(a) is in compliance with its program responsibilities under Title IV of the most recent Higher Education Act as amended and

(b) audits financial aid programs as required by federal and state regulations. In reviewing the institution's compliance with these program responsibilities under Title IV, SACSCOC relies on documentation forwarded to it by the U.S. Department of Education.

- Comply with Title IV of the HEA
- Program participation agreement
- FISAP forms
- Audit reports and results
- Compliance with
  - NC financial aid programs
    - Need-based Scholarship program
    - Forgivable education loads for service
    - Teaching fellows
    - Audit results from these programs (NSEAA)
    - Veterans, military, and others eligible
Institutional Environment:

The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

- Entities responsible for Health, Safety, Security
- Campus police
- Dean of students office
- Emergency measures on campus
- Ongoing measure to ensure health, safety, security
- Student well-being
- Forms and processes for reporting/filing for....
- Satisfaction ratings
- Student handbook
- Fire Marshall results
- Plans for emergency
Standard – 14.1

Publication of Accreditation Status:

The institution

(a) accurately represents its accreditation status and publishes the name, address, and telephone number of SACSCOC in accordance with SACSCOC’s requirements and federal policy and

(b) ensures all its branch campuses include the name of the institution and make it clear that their accreditation is dependent on the continued accreditation of the parent campus.

Documents

- Reference SACSCOC policy
- Website PDF and in body of response
- Catalogs
- Student Complaint website
Standard – 14.3

Comprehensive Institutional Review:

The institution applies all appropriate standards and policies to its distance learning programs, branch campuses, and off-campus instructional sites.

- Typically referencing other standards that were addressed, but for each site:
  - 5.4
  - 6.2.B, 6.2.C
  - 8.1, 8.2.A
  - 9.1, 9.2
  - 10.2, 10.5, 10.7
  - 12.1, 12.4
  - 13.7, 13.8
Standard – 14.4

Representation to Other Agencies:

The institution

(a) represents itself accurately to all U.S. Department of Education recognized accrediting agencies with which it holds accreditation, and

(b) informs those agencies of any change of accreditation status, including the imposition of public sanctions. (See SACSCOC’s policy "Accrediting Decisions of Other Agencies.")

- Reference SACSCOC policy
  - Elon’s own policy
  - DOE recognized agencies: ABA, CAPTE
    - We include others, AACSB, ACEJCM, CAEP, ARC-PA, Chemistry, Bio-Chem
- Approval letters
- Accrediting agencies website
- Year of next review

### Table 14.4 - A
Programmatic Accreditations for Elon University Programs and Schools

<table>
<thead>
<tr>
<th>School Or Department</th>
<th>Accreditation (Click to See Most Recent Approval)</th>
<th>Accrediting Report And Agency Website</th>
<th>Year Of Next Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Health Sciences – D.P.T. (Doctor of Physical Therapy)</td>
<td>Commission on Accreditation in Physical Therapy Education (CAPTE) - Approval</td>
<td>Report (Website)</td>
<td>2025-2026</td>
</tr>
<tr>
<td>School of Law</td>
<td>American Bar Association – Section of Legal Education and Admissions to the Bar (ABA) - Approval</td>
<td>Report (Website)</td>
<td>2020-2021</td>
</tr>
<tr>
<td>Martha and Spencer Love School of Business</td>
<td>Association to Advance Collegiate School of Business (AACSB) - Approval</td>
<td>Report (Website)</td>
<td>2018-2019</td>
</tr>
</tbody>
</table>
Thank You