SACS Notes

A Publication of Planning and Assessment, Brevard Community College

The Office of Planning and Assessment is responsible for carrying out the SACS requirement for Institutional Effectiveness and documenting SACS Compliance.

Visit us on the web!

EXCELLENCE IN EDUCATION

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Our SACS Reaffirmation Journey Begins

Welcome to the first edition of SACS Notes, designed to keep you informed about our SACS Reaffirmation. SACS, the Southern Association of Colleges and Schools, is our accrediting body -- and SACS Reaffirmation signifies that BCC's mission is appropriate to higher education and that we have established goals with appropriate resources, programs and services to support that mission; it means we are achieving excellence! BCC was first accredited in 1965 and since that time every ten years we must validate our good standing through the process of reaffirmation. As we go through this journey we will assess the extent to which we are achieving our educational and institutional goals and use those results to improve student learning and our effectiveness. Our next reaffirmation is right around the corner - in the summer of 2014.

Because this touches all aspects of BCC's programs, services, and facilities, we will need your participation so we can provide the most accurate and complete information in our SACS Compliance Report. We need your operational knowledge and historical perspective to provide accurate and meaningful information about how we rigorously adhere to SACS core requirements and comprehensive standards in everything we do. College-wide teams made up of, staff, administration and students will engage in the collaborative effort to document our compliance.

The Quality Enhancement Plan (QEP) and Student Learning Outcomes Assessment are a big part of the SACS compliance report. You can read more about those initiatives right here in SACS Notes.

SACS Teams

Ten SACS Teams made up of administrators, faculty, and staff representing all campuses and departments are being convened to work on the SACS Compliance Report.

Recently a call for volunteers was distributed through Mail BCC to which we received many responses from folks interested in participating. A big THANK YOU to those who stepped up!

There is still time to put your name in the hat if you are interested in joining one of the many SACS teams. Please contact Jayne Gorham at gorhamj@brevardcc.edu if you would like to participate in this very important initiative.

Quality Enhancement Plan (QEP)

By Ms. Ramona Smith, **Guest** Contributor

"This is a chance to do something exciting and fun to help our students succeed! How great is that?"

Get Involved! Contact:
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QEP Committee Chair
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A Quality Enhancement Plan (QEP) is an integral part of our SACS reaffirmation process, which is designed to improve student learning. Our QEP, Strengthen Your Core, was selected after much dialog and research among faculty, administrators, staff, and students. The QEP will address the core of what our BCC students need to achieve success- a combination of soft & hard skills, carefully and purposefully supported by BCC resources.

To get to this point, a QEP Steering Committee was formed to encourage broad-based discussions and collect input from diverse groups on the subject of improving student learning. The feedback collected was narrowed to five key topics that were further analyzed by faculty and staff who wrote white papers researching these topics. Through further discussion, supporting literature reviews, BCC data and available best practices, the QEP Steering Committee reached their decision on how to best serve our students. Currently, the Committee is in the process of fine tuning the framework for the plan and will then move on to develop it in detail.

It is important to note, the QEP is a plan and must be approved by SACS during our reaffirmation site visit in the fall of 2013 prior to implementation; we will only start once we receive SACS approval. The project must have outcomes that are attainable and assessable, and the initiative must be sustainable. Also, we must prove we have the resources to carry out the plan as designed and have a solid framework describing exactly how we plan to carry out our project. To date, the QEP Steering Committee has made some solid progress and is right in line with the SACS recommended QEP schedule.

In fall 2012, we will be rolling out some high profile events to raise awareness of the QEP among the BCC community. But in the meantime, we are always looking for dedicated committee members, energetic volunteers or even random good ideas.

Visit us on the web for up-to-date information on the QEP!

QEP Marketing Team

Join the Fun!
Contact:

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By Ms. Dayla Nolis, Guest Contributor

QEP Logo Contest
In early March, the QEP Marketing Team launched a logo contest allowing all BCC students, faculty and staff the opportunity to get their creative juices flowing and submit their QEP logo ideas for the chance to win a Nook Tablet or $200 gift card to Barnes & Noble Bookstores.

The contest ended on April 5th with 82 logos submitted by members of the BCC community! The QEP Marketing Team is now in the process of reviewing all of the submissions and voting on the winning logo. The winner will be announced in late April and the new logo will be revealed in the near future. Thank you to all who participated in the contest!

Core Abilities Assessment

For more information or to get involved, contact:

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By Dr. Katina Gothard, Guest Contributor

The Assessment Committee is focusing its efforts on General Education (core abilities) assessment in the Associate of Arts program. BCC's Core Abilities include:

- Work Cooperatively
- Think Critically & Solve Problems
- Process Information
- Model Ethical & Civic Responsibility
- Communicate Effectively

A two-phase assessment plan is currently underway for measuring Critical Thinking across the AA program. In addition, a college-wide Assessment Handbook is being developed that will outline the assessment process, procedures for submitting assessment plans, and roles and responsibilities of faculty, staff, and administration. By the end of this semester, a timeline will be drafted for measuring the remaining Core Abilities across the AA Program. Meeting minutes, results from the pilot study, and resources for rubric construction and assessment plan development are all available in the Learning Outcomes Assessment Repository on ANGEL. If you do not have access to this area of ANGEL, contact angelsupport@brevardcc.edu. Click here for more information about the Core Abilities.

Program Area Assessment

BCC has almost 50 workforce related AAS, AS & PSAV programs to prepare graduates for employment offering programs such as Business Administration, Graphics Technology, Automotive Service Technology, Fire Science Technology and the list goes on. Each of one of these programs must have a unique set of program learning outcomes that describes the skill set of its graduates.

Program learning outcomes are assessed annually through a variety of direct classroom measures such as skill demonstrations, projects, written papers, tests, etc. Based on an analysis of the results along with other indirect measures such as advisory committee input, graduation rates, job placement, etc., program faculty collaborate to develop improvement strategies. Course rewrites, classroom technology purchases & implementation, creating remediation materials are some examples of program improvement. The main goal of assessment is to improve student learning and engaging in a continuous cycle of assessment, evaluation, and improvement will enable us to increase the success of our students.

Program Outcomes Assessment Reporting for the 2011-2012 academic year is now underway. Planning & Assessment and Information Technologies created an electronic reporting system to streamline the process for end users and data analysis. The link to the system will be provided to you by email during the week of April 23rd. Please report your results by the end of the spring term. If you have any questions about the process, contact Jayne Gorham, gorhamj@brevardcc.edu or Kimberly Greene, greenek@brevardcc.edu, in the Planning & Assessment Office.

SACS Important Dates

There is much to be done by March 15, 2013!

- **Late Spring 2012** –SACS Teams Kick-off/ Compliance Assist Training
- **Late Spring 2012** – Administer Core Abilities Assessment Survey
- **Late Spring 2012** – Open Program Outcomes Assessment Reporting
- **Late Summer 2012 –** Identify Program Improvement Strategies for Fall
- **Mid-Summer 2012 –** 1st draft of Team Compliance Certification Report
- **Fall 2012 –** 2nd & 3rd drafts of Team Compliance Certification Reports
- **January 2013 –** Final Review and Editing of the Compliance Certification
- **February 2013** – Compliance Assist compiles SACS report
- **March 15, 2013** – Submit Compliance Certification to SACS
- **May 7-10, 2013** - Off-Site Peer Review conducted by SACS
- **Fall 2013** - Quality Enhancement Plan (QEP) due to SACS
- **Sept. 9 - Nov. 15, 2013** – SACS BCC visit/on-site review
- **June 17-19, 2014** – Final SACS decision on BCC reaffirmation

Compliance Assist Coming Soon!

We will be using Compliance Assist, a web based system, to write our SACS compliance report. Through a paperless process, each of the reporting teams will be able to write their section narratives and upload and link supporting documents to a private and secure web site viewable by all involved.

The site is custom branded for Brevard Community College and is preloaded with report sections that mirror the SACS core requirements, comprehensive standards, and federal requirements.

Team members will be assigned user-specific permissions. For instance, within each team, some members will have editing capability while others may be reviewers with the ability to make comments for consideration by the editors - but everyone works off the same document for efficiency.

This will greatly reduce the duplication of efforts and bottlenecks that occur when documents are emailed around as attachments. The system will also allow team leads to assign due dates and track progress to ensure that their team is on track.