

MEMORANDUM

TO: Name
FROM: Glenn McConnell
DATE: August 21, 2015
SUBJECT: Reaffirmation Working Group

Every 10 years the College of Charleston is responsible for undertaking a thorough review of its programs, policies, and procedures as a part of Southern Association of College and Schools Commission on Colleges (SACSCOC) regional accreditation. Our next reaffirmation of accreditation review is currently underway. The SACSCOC visiting team will be here at the College of Charleston March 28-30, 2017. As a part of the regional accreditation process, the College must submit to SACSCOC a Reaffirmation Compliance Certification Report (due September 12, 2016) and a Quality Enhancement Plan—the QEP (due 4-6 weeks prior to the on-site visit).

As these materials are being compiled, I am requesting that you serve as a member of Working Group coordinated by a Reaffirmation Steering Committee member. The Working Groups will be writing the narrative and attaching the supporting evidence of the core requirements, comprehensive standards and federal requirements defined in the SACSCOC *Principles of Accreditation*. As a participant in the reaffirmation process, you will serve until March 2017, with the majority of the work being completed by September 2016. *The Steering Committee member assigned to your group will coordinate the activities of the group including contacting you to schedule the first meeting.* Your appointment to this group has my full support as the College reaffirms its accreditation status.

Soon you will be receiving an invitation from OIEP to join an electronic repository, where Reaffirmation Compliance Certification Report materials are accessible. Due date for the drafts are Friday, December 11, 2015. Although we recognize that this appointment will necessitate additional time and attention on your part, your participation is critical. We look forward to working with you and welcome any questions or suggestions you may have regarding this appointment.

Thank you for your many contributions to the College!

cc: Supervisor; EVP

Attachments: Reaffirmation Leadership chart; Reaffirmation timeline; Working Group membership; and Working Group instructions.