Meetings

The Office for Institutional Effectiveness and Strategic Planning (OIEP) will coordinate the activities and meetings of the College of Charleston Reaffirmation Steering Committee, including the invitation and distribution of materials for the first meeting. Individual meetings will be scheduled for the Steering Committee Coordinator and the Primary Writer from each working group, and Divya Bhati, AVP for Institutional Effectiveness and Strategic Planning. OIEP is available throughout the reaffirmation process to provide guidance and for follow-up meetings upon request.

Network File Storage

Network file storage provides benefits such as nightly tape backup for disaster recovery, protection from limited power outages, information security, and network-wide access from any workstation and account within the College's domain.

A network file on the CofC Network has been established for all Reaffirmation network drive. Soon you will be receiving an invitation from OIEP to join this electronic repository, where Reaffirmation Compliance Certification Report materials can be accessed.

All documents must be saved within the appropriate folder in the main Reaffirmation network folder. File names should include: SACSCOC standard number, short standard description, author's last name, date.
Example: 3.1.1MissionSmith8-17-15

Report Formatting

- Arial, 11 pt. font, 1-inch margins, no headers, footer added (example shown below)
- General consistency throughout the document needed
- One space after periods, commas before ands
- Define all abbreviations and use consistently
- Single-digit numbers should be spelled out, and numerals should be used for double-digit numbers unless they begin a sentence
- Titles should be lower case unless preceded by the person's name
- Buildings are capitalized when named specifically and are lower cased when written about generally

Example of Footer