

**Office of Institutional Effectiveness**

**SACS Fifth-Year Interim Report and QEP Impact Report Timeline and Framework  
(Focus on AY15 and AY16) Revised 02-10-2017**

**Timeline: Due Date for Fifth-Year Annual Report – March 15, 2018**

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~~January 2017~~ February 2017

- UHCL SACS Fifth-Year Report Committee Meets and reviews Fifth-Year Interim Report Materials at <http://www.sacscoc.org/FifthYear.asp>

January 1-August 31, 2017

- Committee members complete Part III: Fifth-Year Compliance Certification (17 Standards)
  - Write initial drafts and submit to OIE by ~~March 31~~ May 1.
  - Revise and update narratives by July 31.
- OIE sends Fifth-Year Report to External Reviewer

July 1-August 31, 2017

- OIE completes Part II: Institutional Summary Form
- OIE completes Review of Off-Campus Instructional Sites

September 1-December 31, 2017

- QEP Quality Leadership Team completes Part V: Quality Enhancement Plan Impact Report (1) the title and a brief description of the Quality Enhancement Plan approved by the SACSCOC Board of Trustees when the institution was reaffirmed, (2) a succinct list of the initial goals and intended outcomes of the QEP, (3) a discussion of significant changes made to the QEP and the reasons for making those changes, and (4) a description of the QEP's direct impact on student learning, including not only the achievement of the original goals and anticipated outcomes, but also the achievement of unanticipated outcomes, if any.
- OIE sends QEP Impact Report to External Reviewer (Dr. Patty Payette, University of Louisville)
- OIE revises Fifth-Year Impact Report as necessary per external reviewer

January-March 1, 2018

- QEP Quality Leadership Team revises QEP Impact Report as necessary per external reviewer
- OIE completes Part I: Signature Attesting to Integrity
- OIE sends to SACSCOC

***March 15, 2018 (SACS) Due date for Fifth-Year Interim Report***

*June 2018 (SACS) Review by the SACS Committee*

## Framework: Standards for Fifth-Year Compliance Certification

	<b>Standard #</b>	<b>Standard</b>
1.	CR 2.8 <a href="#">Colleges/HR</a>	<b>Number of full-time faculty</b> The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of each of its academic programs.
2.	CR 2.10 <a href="#">Student Services/ Enrollment Management</a>	<b>Student support services</b> The institution provides student support programs, services, and activities consistent with its mission that are intended to promote student learning and enhance the development of its students.
3.	CS 3.2.8 <a href="#">President's Office/Adm &amp; Finance</a>	<b>Qualified administrative and academic officers</b> The institution has qualified administrative and academic officers with the experience and competence to lead the institution.
4.	CS 3.3.1.1 <a href="#">OIE</a>	<b>Institutional effectiveness: educational programs</b> The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in the following area: educational programs, to include student learning outcomes
5.	CS 3.4.3 <a href="#">Enrollment Management</a>	<b>Admissions policies</b> The institution publishes admissions policies that are consistent with its mission.
6.	CS 3.4.11 <a href="#">Colleges</a>	<b>Qualified academic program coordinators</b> For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. In those degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration.
7.	CS 3.11.3 <a href="#">FMC</a>	<b>Physical facilities</b> The institution operates and maintains physical facilities, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities.
8.	FR 4.1 <a href="#">OIE</a>	<b>Student achievement</b> The institution evaluates success with respect to student achievement consistent with its mission. Criteria may include enrollment data; retention, graduation, course completion, and job placement rates; state licensing examinations; student portfolios; or other means of demonstrating student achievement.
9.	FR 4.2 <a href="#">Colleges</a>	<b>Program curriculum</b> The institution's curriculum is directly related and appropriate to the mission and goals of the institution and the diplomas, certificates, or degrees awarded.
10.	FR 4.3 <a href="#">Provost's Office/EM</a>	<b>Publication of policies</b> The institution makes available to students and the public current academic calendars, grading policies, and refund policies.

11.	FR 4.4 Colleges	<b>Program length</b> Program length is appropriate for each of the institution's educational programs.
12.	FR 4.5 Student Services	<b>Student complaints</b> The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints.
13.	FR 4.6 Enrollment Management	<b>Recruitment materials</b> Recruitment materials and presentations accurately represent the institution's practices and policies.
14.	FR 4.7/CS 3.10.2 Registrar/Finance	<b>Title IV program responsibilities/financial aid audits</b> The institution is in compliance with its program responsibilities under Title IV of the most recent Higher Education Act as amended. (Federal Requirement 4.7) The institution audits financial aid programs as required by federal and state regulations. (Comprehensive Standard 3.10.2)
15.	FR 4.8 Office of Online Programs/UCT	<b>Distance and correspondence education</b> An institution that offers distance or correspondence education documents each of the following: 4.8.1 demonstrates 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 by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification. 4.8.2 has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs. 4.8.3 has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.
16.	FR 4.9 Enrollment Management	<b>Definition of credit hours</b> The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy.
17.	CS 3.13 President's Office/OIE	<b>Policy compliance</b> The institution complies with the policies of the Commission on Colleges. 3.13 A. Accrediting Decisions of Other Agencies 3.13 B. Complaint Procedures against the Commission or Its Accredited Institutions 3.13 C. Reaffirmation of Accreditation and Subsequent Reports