



# **STAFF MEETING**

Friday, August 25



# Meeting Agenda

- SACSCOC Visit Information
- Quality Enhancement Plan (QEP)





# SACSCOC Visit Information

September 25-28, 2023



# Why does SACSCOC matter to RCC?

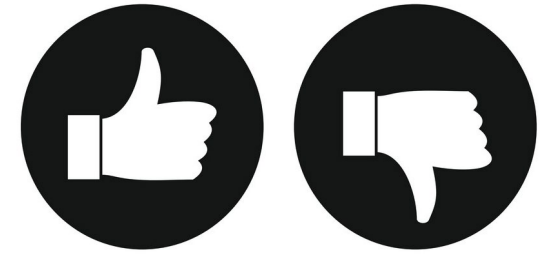
## COMMITMENT TO QUALITY

- Standards are important to institutions who are committed to providing a quality education and environment for students
- Mission-focused, not one-size-fits all
- Peer review is a rigorous process



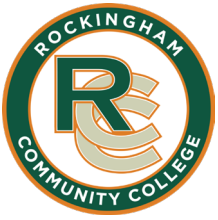
## REPUTATION

Accountability  
and public  
confidence







## FINANCIAL CONSEQUENCES

Accreditation permits  
students to access  
federal financial aid



# SACSCOC DECENNIAL REAFFIRMATION TIMELINE

Date	Rockingham Community College	SACSCOC
March 1, 2023	✓ Compliance Certification Due	
April 2023		✓ Off-Site Committee Review <i>reviews Compliance Certification</i>
May – July 2023	✓ Work on <b>Focused Report</b> and <b>QEP</b>	
August 2023	✓ <b>Focused Report</b> and <b>QEP</b> due	
September 25-28, 2023	On-Site Committee Visit	
June 2024		<b>SACSCOC Board of Trustees</b> <i>reaffirmation decision</i>



# Mission-Focused

The mission of Rockingham Community College is to enhance individual and community success by fostering life-long learning and economic development through high-quality, accessible education and innovative partnerships.



**How does your role  
contribute to the  
mission of the College?**



# RCC's SACSCOC Documents

Review Stage	Requirement	Pages (PDF)	Evidence Files
Off-Site Review	Compliance Certification Report	369	3,272
On-Site Review	Focused Report	5	29
	Quality Enhancement Plan (QEP)	91	N/A

**15.7** average # of standards found in non-compliance in Off-Site Review (Focused Report)

**3** # of standards RCC addressed in Focused Report



# RCC Focused Report

## 6.2.a Faculty Qualifications

- Off-Site Review Committee had concerns regarding a few qualifications
- RCC addressed concerns and provided faculty rosters of qualified individuals to teach in specific areas
- *Guidelines and Standards for Justifying Faculty Credentials* revised

## 10.2 Public Information

- Off-Site Review Committee asked for evidence of implementation of refund policies.
- RCC provided examples of tuition refunds for various scenarios including refunds prior to course start date, refunds for canceled classes, and refunds prior to census date.

## 14.1 Publication of Accreditation Status

- Updated by SACSCOC, March 2023
- RCC updated information on website and publications to mirror the new statement of accreditation

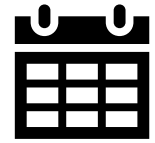




# On-Site Visit Purpose

**The On-Site Reaffirmation Committee validates RCC's compliance with the SACSCOC Principles of Accreditation.**

- Reviews Compliance Report and Focused Report
- Tours Campus
- Conducts Interviews
- Tours Off-Campus Instructional Sites (Reidsville HS)
- Reviews the Quality Enhancement Plan (QEP)



# On-Site Visit Schedule

**Monday  
9/25**

On-Site Committee  
arrives

Committee visits  
Reidsville HS

**Tuesday  
9/26**

QEP Presentation

Faculty and staff  
interviews with  
On-Site Committee

**Wednesday  
9/27**

Faculty and staff  
interviews with  
On-Site Committee

Committee decides  
on any final  
recommendations

**Thursday  
9/28**

Exit Interview



**NOTE: Interviews may be scheduled or requested day of the visit. Please keep your schedule as flexible as possible on Tuesday and Wednesday.**



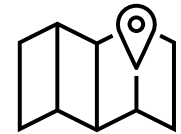
# Who is the On-Site Reaffirmation Committee?

- **7 Committee Members**

- Chair – Dr. John Downey, President Blue Ridge Community College, VA
- Dean of Student Services & Accessibility
- President
- VP of Instructional and Student Services
- Chair, Fine Arts Division, Director: Choral Music
- Director of Institutional Research & Planning
- QEP Lead Evaluator

- **Observer**

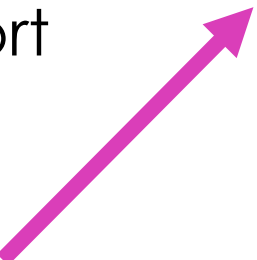
- **SACSCOC Vice President** – Dr. Lynne Crosby



All committee members are from institutions *outside* of North Carolina.



# On-Site Committee Review

- Standards addressed in the Focused Report (6.2.a, 10.2, 14.1)
  - QEP
  - Standards required by DOE
- 

**Table 3: Standards Listed as Off-Site/On-Site Review**

Standard	Descriptor
5.4	Qualified administrative/academic officers
6.1	Full-time faculty
6.2.b	Program faculty
6.2.c	Program coordination
8.1	Student achievement
8.2.a	Student outcomes: educational programs
9.1	Program content
9.2	Program length
9.3	General education requirements
10.2	Public information
10.5	Admissions policies and practices
10.6	Distance and correspondence education
10.7	Policies for awarding credit
12.1	Student support services
12.4	Student complaints
13.6	Federal and state responsibilities
13.7	Physical resources
14.1	Publication of accreditation status
14.3	Comprehensive institutional reviews
14.4	Representation to other agencies

## The Principles Of Accreditation

SECTION 1: The Principle of Integrity .....
SECTION 2: Mission .....
SECTION 3: Basic Eligibility Standards. ....
SECTION 4: Governing Board .....
SECTION 5: Administration and Organization .....
SECTION 6: Faculty .....
SECTION 7: Institutional Planning and Effectiveness.....
SECTION 8: Student Achievement .....
SECTION 9: Educational Program Structure and Content.....
SECTION 10: Educational Policies, Procedures, and Practices .....
SECTION 11: Library and Learning/Information Resources .....
SECTION 12: Academic and Student Support Services.....
SECTION 13: Financial and Physical Resources.....
SECTION 14: Transparency and Institutional Representation .....

**Academic Affairs**

**Administrative  
Services**

**Institutional  
Effectiveness**

**Student Development**

**Technology**

**Facilities**



# On-Site Committee Preparation

- ❑ Complete Planning Units
  - ❑ Close out 2022-2023 Administrative Support Planning Units
  - ❑ Create 2023-2024 assessment plans
- ❑ Familiarize yourself with the SACSCOC Principles of Accreditation
- ❑ Review the Compliance Certification Report on the Employee Portal
- ❑ Learn about the QEP

# Assessment 101 Workshops

Wednesday, 9/6

1:30-2:30pm

ADT 104

Friday, 9/8

9am-10am

SCI 111

- New to assessment?
- New to RCC?
- Need a refresher?
- Want to learn more about assessment in preparation for the upcoming SACSCOC on-site visit?



# RCC On-Site Visit Guide



**Guide to be posted  
on the Employee  
Portal by August 31.**

**You will receive  
an email when  
the file is available.**

## Key Sections:

- Accreditation Overview
- General SACSCOC FAQs
- Schedule Overview
- Tips for Preparing for the On-Site Visit
- Tips for Working with the On-Site Committee
- Interview Dos and Don'ts
- Top Things to Remember
- QEP Overview
- Sample SACSCOC Interview Questions





**Time for  
Fun!**

The background features dark green wavy shapes on a white background. Icons include a white gear, a white speech bubble, an orange gear, a white star, an orange gear, a white envelope, and a white zigzag arrow.

# Quality Enhancement Plan (QEP)

## *Flight Ready*



# QEP: *Flight Ready*

PASSENGER NAME:  
FACULTY & STAFF

AIRLINE:  
EAGLE AIR

SEAT:  
1A

BOARDING TIME:  
NOW



## GOAL 1

PROFESSIONAL  
COMMUNICATION



## GOAL 2

ACADEMIC INITIATIVE



## GOAL 3

RELIABILITY



## GOAL 4

PROFESSIONAL  
DEVELOPMENT



## Boarding Pass

FIRST CLASS

FROM:  
ROCKINGHAM CC

TO:  
STUDENT SUCCESS

DATE:  
FALL 2023

FLIGHT:  
QEP23



## GOAL 1



PROFESSIONAL  
COMMUNICATION

### Student Learning Outcome 1.1

Students will produce effective written professional communication.

### Student Learning Outcome 1.2

Students will produce effective verbal professional communication.

## GOAL 2



ACADEMIC  
INITIATIVE

### Student Learning Outcome 2.1

Students identified as at-risk in course performance will take appropriate steps to improve their academic performance.

### Student Learning Outcome 2.2

Students will utilize instructional feedback.

## GOAL 3

RELIABILITY

### Student Learning Outcome 3.1

Students will develop strategies to manage their time more effectively.



## GOAL 4

PROFESSIONAL  
DEVELOPMENT

### Operational Outcome

Employees will complete professional development aligned with QEP goals.



## ***Flight Ready***

<b>Goal 1: Professional Communication</b>	<p>SLO 1.1: Students will produce effective written professional communication.</p> <p>SLO 1.2: Students will produce effective verbal professional communication.</p>
<b>Goal 2: Academic Initiative</b>	<p>SLO 2.1: Students identified as at-risk in course performance will take appropriate steps to improve their academic performance.</p> <p>SLO 2.2: Students will utilize instructional feedback.</p>
<b>Goal 3: Reliability</b>	<p>SLO 3.1: Students will develop strategies to manage their time more effectively.</p>
<b>Goal 4: Professional Development</b>	<p>Operational Outcome: Employees will complete professional development aligned with QEP goals.</p>

# Assessment

- **Direct Measures**

- Faculty collect and report data
- Ex. Number of on-time assignments submitted versus number of students
- Provided to QEP Implementation Committee

- **Student artifacts**

- Students complete assignments/produce artifacts
- Provided to QEP Implementation Committee

- **Summers**

- Assessment of artifacts, direct measures by QEP Implementation Committee faculty with budget for other faculty as needed

# 2023-2024 Pilot Group

- Includes courses from all three academic divisions
- All pilot faculty have been consulted, notified, or developed in-class interventions over the summer

	A&S	WFD	HS&PST
<b>SLO 1.1: Students will produce effective written professional communication.</b>			
<b>A. Email Assignment</b>		CIS 110	
<b>SLO 1.2: Students will produce effective verbal professional communication.</b>			
<b>A. Mock Interview</b>		WBL 110	RCP 210
<b>B. Presentation</b>		ISC 220	
<b>SLO 2.1: Students identified as at-risk in course performance will take appropriate steps to improve their academic performance.</b>			
<b>A. Progress Reports</b>	ENG 111		
<b>B. Self-Evaluation and Improvement Plan</b>	MAT 171		
<b>SLO 2.2: Students will utilize instructional feedback.</b>			
<b>A. LinkedIn Profile</b>		ENG 110	
<b>B. Draft and Final</b>			ENG 112
<b>SLO 3.1: Students will develop strategies to manage their time more effectively.</b>			
<b>A. Time Management Assignment</b>	ACA 122		
<b>B. Completion Plan Assignment</b>	MAT 152		
<b>C. Assignment Submission</b>	ENG 232, ENG 242, MAT 272, PHY 151/2, PSY 241		

# Timeline: QEP Implementation Committee

- QEP Phases
  1. Topic selection
  2. Development and writing (still needs SACSCOC approval)
  - 3. Implementation**
  4. Documentation and reflection (5th-year report)
- Single committee from here on, partially rotating as needed
- Duties divided
  - Developing, modifying in-class interventions
  - Coordinating out-of-class activities
  - Assessment
  - Engagement



# Timeline: Years 0-5

2023-2024: Pilot year (0)

1. 2024-5
2. 2025-6
3. 2026-7
4. 2027-8
5. 2028-9

Generally:

- More *Flight Ready* courses each year, more resources for faculty, more out-of-class support activities



# Resources & Moodle



# QEP Information – Employee Portal

Employee Portal



Institutional Research & Planning



Accreditation



RCC SACSCOC Reaffirmation Information

## SACSCOC Decennial Reaffirmation

Institutions undergo a decennial reaffirmation of accreditation to maintain accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Rockingham Community College is currently in the process of this comprehensive review. The resources below are designed to provide an overview of the reaffirmation process, information about SACSCOC accreditation, and details specific to RCC's On-Site Committee Review scheduled for September 25-28, 2023.

### RCC's Reaffirmation Timeline

DATE	STEPS OF THE REAFFIRMATION PROCESS	STATUS
March 1, 2023	Compliance Certification due	COMPLETE
April 2023	Off-Site Reaffirmation Committee Review (SACSCOC)	IN PROGRESS
Summer 2023	Work on Focused Report and Quality Enhancement Plan (QEP)	
August 2023	QEP and Focused Report due (six weeks before on-site)	
September 25-28, 2023	On-Site Reaffirmation Committee Visit	
February 2024	Response due (if applicable)	
June 2024	Review by SACSCOC Board of Trustees	

On-Site Visit (September 25-28, 2023)



RCC's QEP: Flight Ready



RCC SACSCOC Documents



RCC Resources and SACSCOC Presentations



SACSCOC Resources



## RCC's QEP: Flight Ready

### What is a QEP?

Colleges accredited by the **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** go through a review for reaffirmation of accreditation every 10 years. For reaccreditation purposes, SACSCOC requires colleges and universities to engage in a broad-based self-study to identify and become involved in a plan that will enhance overall student learning and/or the learning environment at the institution. This Quality Enhancement Plan (QEP) is a five-year project that will become part of the college's culture.

### RCC's QEP: *Flight Ready*

*Flight Ready*, seeks to improve graduates' competitiveness entering the workforce or transferring to a four-year institution by developing students' soft skills in the areas of written and verbal communication, initiative related to improving academic performance, and reliability in planning and completing college-related activities. The QEP utilizes multiple strategies that focus on developing students' soft skills, readying them for transition into the workforce or to a four-year transfer institution. These strategies include in-class assignments and interventions addressing *Flight Ready* student learning outcomes (SLO), out-of-class support activities, and professional development for RCC employees.

### *Flight Ready* Goals and Outcomes

- **Goal 1: Professional Communication**
  - SLO 1.1: Students will produce effective written professional communication.
  - SLO 1.2: Students will produce effective verbal professional communication.
- **Goal 2: Academic Initiative**
  - SLO 2.1: Students identified as at-risk in course performance will take appropriate steps to improve their academic performance.
  - SLO 2.2: Students will utilize instructional feedback.
- **Goal 3: Reliability**
  - SLO 3.1: Students will develop strategies to manage their time more effectively.
- **Goal 4: Professional Development**
  - Operational Outcome: Employees will complete professional development aligned with QEP goals.

### QEP Resources

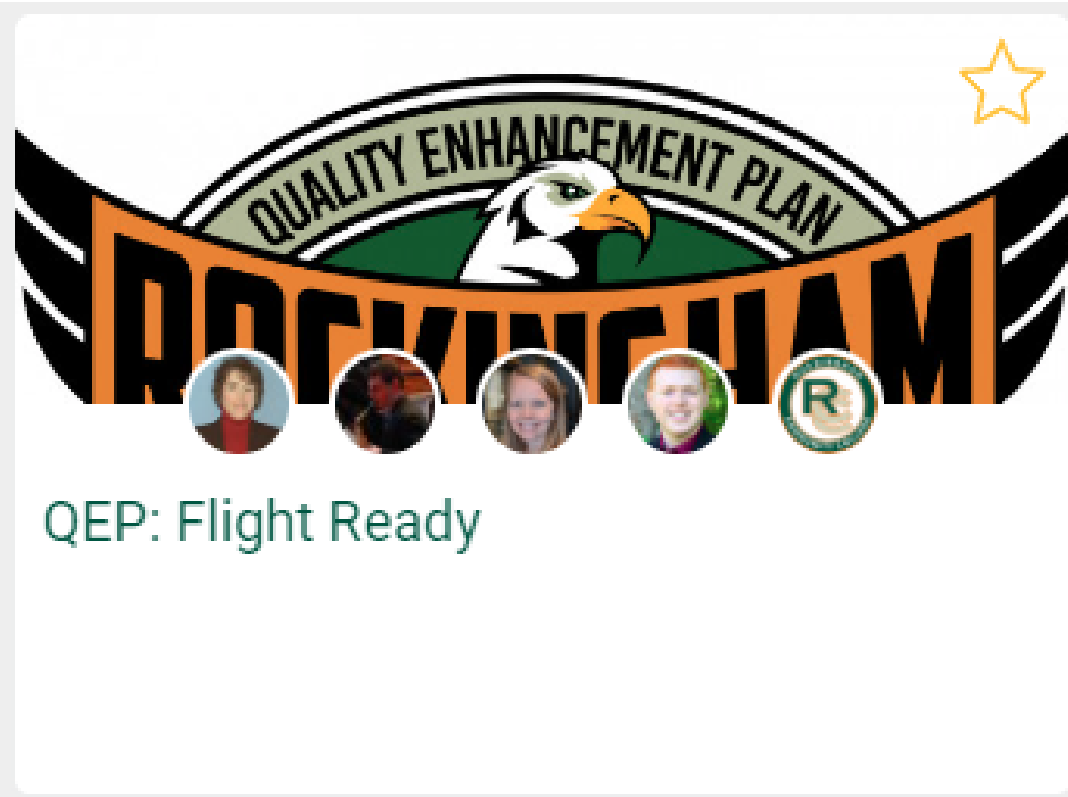
- **QEP Flight Ready Report** (submitted to SACSCOC On-Site Reaffirmation Committee, August 2023)
- **QEP Boarding Pass – Faculty** (PDF)
- **QEP Boarding Pass – Students** (PDF)
- **QEP Faculty Meeting Slides 3/8/23** (PDF)

# QUALITY ENHANCEMENT PLAN



## ROCKINGHAM COMMUNITY COLLEGE

SACSCOC On-Site Committee Review  
September 25-28, 2023



## Introduction

### QEP Document and Resources

Progress: 0 / 2

Outcome 1.1: Written Communication

Outcome 1.2: Verbal Communication

Outcome 2.1: Improve Academic  
Performance

Outcome 2.2: Feedback

Outcome 3.1: Time Management

Data: Fall 2023

Progress: 0 / 1

Data: Spring 2023

Progress: 0 / 7



# QEP Goal 4

Professional Development





# QEP Professional Development

Beginning the 2023-2024 annual performance evaluation cycle...

- ✓ Full-time faculty and staff are required to complete **2 hours** of QEP-related professional development annually



# QEP Goal 4: Professional Development

Operational Outcome: Employees will complete professional development aligned with QEP goals.

- A. Training Module.** 100% of faculty and staff will initially complete a QEP resources training module.
- B. Annual Professional Development.** 100% of faculty and staff will complete a total of two hours of QEP-related professional development annually.





# A. LinkedIn Learning Training

## Option 1: In-Person

- Wednesday, September 13, 1:30pm-2:30pm, ADT 104
- Thursday, September 14, 11am-12pm, ADT 104
- Thursday, September 14, 3pm-4pm, SCI 111
- Friday, September 15, 9am-10am, SCI 111


## Option 2: Online, on-demand

*How to Use LinkedIn Learning course through the QEP Learning Path*

**NOTE:** The LinkedIn Learning training only needs to be completed *once* (NOT annually) and counts towards your 2-hour annual requirement.



# B. QEP Learning Path



2 hours  
annually

## Sample Courses:

- Outlook: Time Management with Calendars and Tasks
- Time Management Fundamentals with Microsoft Office
- Tips for Writing Business Emails
- Business Etiquette: Phone, Email, and Text
- Driving Your Own Engagement at Work
- Giving and Receiving Feedback
- Managing Your Time
- Time Management for Managers

**Come across another  
course in LinkedIn  
Learning you believe  
aligns with the QEP goals?**

Submit it for review  
through a form linked on  
the Employee Portal. If  
approved, you can use  
that to satisfy your QEP  
Goal 4 professional  
development hours!

# LinkedIn Learning – QEP Learning Path

[LEARNING](#)
[People](#)
[Content](#)
[Insights](#)

[Add](#)
[Help](#)
[Me](#)

[Rockingham Community College's Library](#)
[Campaigns](#)
[Role Guides](#)
[Course Catalog](#)

[< Back](#)
[Share](#)
[More](#)
[Edit](#)

## QEP Professional Development

Laura Jennings at Rockingham Community College • Updated Aug 22, 2023

QEP Goal 4. Professional Development  
Operational Outcome: Employees will complete professional development aligned with QEP goals.

Full-time faculty and staff are required to complete 2 hours of QEP-related professional development annually. The material in this learning path can be used to satisfy this requirement.

### Learning path details

- Everyone can find this
- 13h 20m of content
- 24 items of learning content
- English language
- [Insights](#)

1

Goal 1: Professional Communication

5 ITEMS

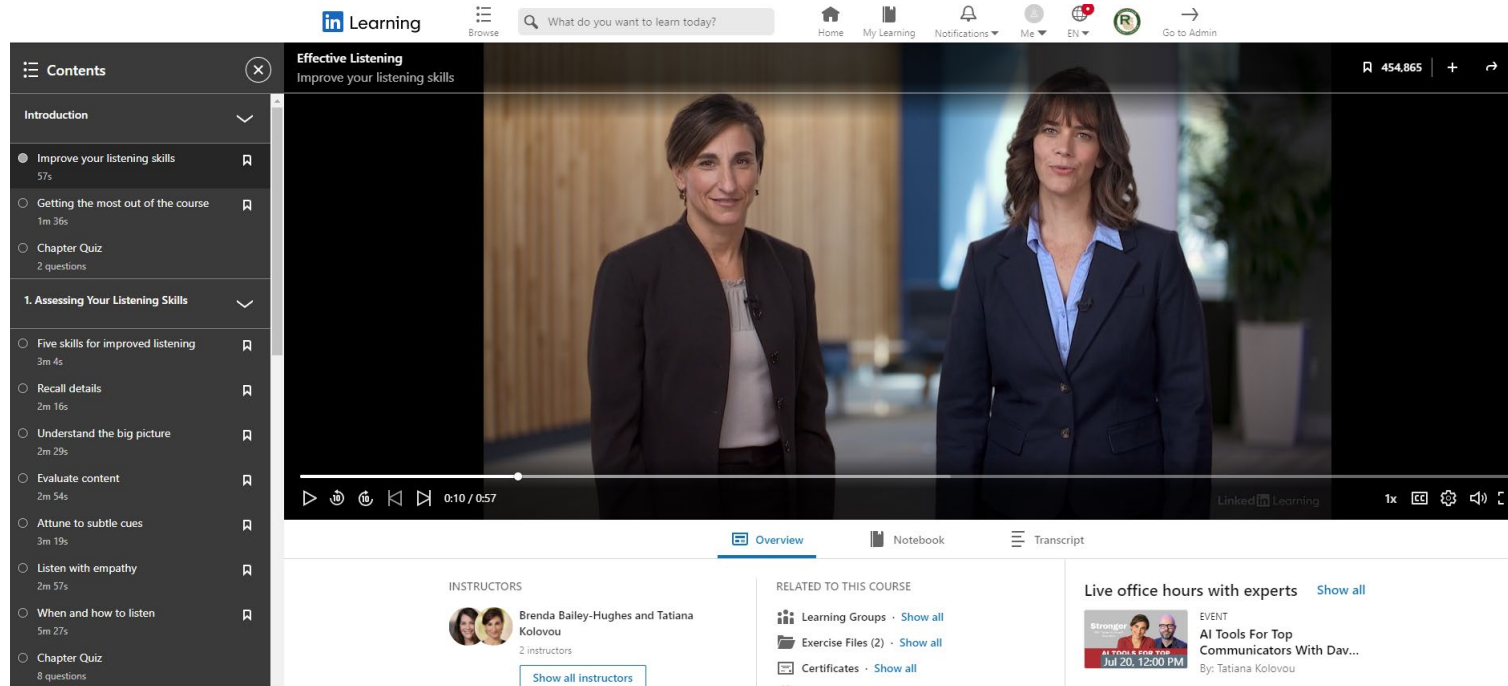
▶ COURSE

### Tips for Writing Business Emails

By: Daisy Lovelace

Many people have a love-hate relationship with email. Studies have shown that the average businessperson spends more than a dozen hours a week writing emails. Every detail, from grammar to tone to timing, impacts your reputation and personal brand. Join Dr. Daisy Lovelace as she shares tips to strengthen your email skills and shape a positive online reputation.

# LinkedIn Learning



The screenshot displays the LinkedIn Learning platform interface. At the top, the 'LinkedIn Learning' logo is visible, followed by a search bar and navigation icons. The main content area features a video player for the course 'Effective Listening: Improve your listening skills'. The video shows two women in professional attire. Below the video player, there are tabs for 'Overview', 'Notebook', and 'Transcript'. To the left of the video player, a sidebar lists the course contents, including 'Introduction', 'Improve your listening skills', and '1. Assessing Your Listening Skills'. Below the video player, there are sections for 'INSTRUCTORS' (Brenda Bailey-Hughes and Tatiana Kolovou), 'RELATED TO THIS COURSE' (Learning Groups, Exercise Files, Certificates), and 'Live office hours with experts' (AI Tools For Top Communicators With Dav...).

- No LinkedIn profile required
- Beyond your two hours of QEP-related content, LinkedIn Learning can also be used to satisfy your additional professional development hours
- More than 16,000 online, on-demand courses, including:

- ✓ Microsoft (Word, Excel, PowerPoint, etc.)
- ✓ Microsoft 365 (email, calendar, OneDrive, Teams)
- ✓ Customer Service
- ✓ Leadership and Management
- ✓ Project Management
- ✓ Artificial Intelligence (AI)
- ✓ Graphic Design
- ✓ Web Design
- ✓ Video Editing



**THANK YOU!**

