SACSCOC Fifth-Year Interim Report Planning and Preparation (updated 10/22/2018)
http://www.sacscoc.org/FifthYear.asp
Note: Florida Atlantic University is a Level VI, Track B institution. We were last reaffirmed in 2013 with
our next reaffirmation date set for 2023. [NOTE: SACSCOC recently changed our next reaffirmation

Dan Gropper, College of Business
Wes Hawkins, Design and Social Inquiry
Carol Hixson, University Libraries
Michael Horswell, Arts and Letters
Edward Pratt, Undergraduate Studies
Ata Sarajedini, College of Science
Marlaine Smith, Nursing
Khaled Sobhan, Graduate College (Interim)

SACSCOC Liaison
Russ Ivy—Dr. Ivy will be responsible for the overall design and management of the process, organizing
the working and steering groups, contracting with the external consultant, and creating and managing
the work flow chart and timeline. He will also serve as the official FAU contact with SACSCOC
throughout this process.

Lead Internal Editor
Jeff Buller—Dr. Buller will be responsible for assisting the working groups in the interpretation of the
SACSCOC principles and standards and approving the written support and documentation that FAU is in
compliance with each standard that is to be addressed in the 5
th
 year interim report. Dr. Buller will also
act as liaison between the external consultant and the working groups. He has served as a SACSCOC
reviewer in the past and we will rely on his experience and expertise to guide us in demonstrating
compliance for the final report.

Final Copy Internal Editor
Carol Hixson—After all edits have been made from the suggestions by the Lead Internal Editor and the
External Editor, Dean Hixson will be responsible for putting the document in one voice and all final edit
“polishing” such as link checks, consistent referencing, etc. She has served as a SACSCOC reviewer in the
past and we will rely on her experience and expertise to guide us in demonstrating compliance for the
final report.

External Review Consultant
Barry Goldstein, former SACSCOC VP

Organization and Responsibilities of the FAU SACSCOC 5
th
 Year Interim Report Teams
As we prepare for the 5
th
 year Interim Report, we will organize our team into an internal editorial
committee and a steering committee that will oversee the assigned tasks of multiple working groups
needed to complete the report as well as prepare the institutional summary form. A share site will be
developed that will contain our last full submission and samples of 5
th
 year reports from other
institutions. We will also include any pertinent documents from SACSCOC conferences, workshops or
other SACSCOC communications. For access to the sharepoint site, please contact Debra Szabo –
dszabo@fau.edu.

5) Monitor the SACSCOC website and listserv for changes to standards and requirements as well
as tips for compliance. Listserv=Accreditation in Southern Higher Education
[mailto:ACCSHE@LISTSERV.UHD.EDU] - Subscribe: Send SUBSCRIBE ACCSHE to
LISTSERV@LISTSERV.UHD.EDU
6) Bring any problems/issues of the working groups to the attention of the committee chair.
7) Conduct gap analysis including availability of required data and policies.

WORKING GROUP #1
QEP Impact Report Working Group—Chair: Donna Chamley-Wiik, Assistant Dean for Undergraduate
Research (QEP Director)
Anthony Ambrosio, Director of Assessment, Undergraduate Programs
Patricia Heydet-Kirsch, Assistant Dean, College of Education
Dan Meeroff, Professor, College of Engineering and Computer Science

Responsible for:
QEP Impact Report

The QEP Impact Report asks an institution to include a copy of its QEP Executive Summary as submitted
to the Commission following its recent reaffirmation and a report addressing the following elements: (1)
a succinct list of the initial goals and intended outcomes of the QEP; (2) a discussion of changes made to
the QEP and the reasons for making those changes; (3) a description of the QEP’s impact on student
learning and/or the environment supporting student learning, as appropriate to the design of the QEP
(to include the achievement of identified goals and outcomes, and any unanticipated outcomes of the
QEP); and (4) a reflection on what the institution has learned as a result of the QEP experience.

WORKING GROUP #2
Personnel Working Group—Chair: Michele Hawkins, Vice Provost for Academic Affairs
Anthony Abbate, Associate Provost for Broward Campuses
Jason Ball, Associate Provost and Chief Information Officer
Barclay Barrios, Associate Dean, College of Arts and Letters
Arcadia Betancourt, Assistant Director of Academic Personnel
Nong Ovathanasin, Executive Director of Academic Operations, Jupiter Campus
Eliah Watlington, Associate Provost for Jupiter Campus
Tori Winfield, Associate General Counsel
Kathleen Wright, Coordinator of Academic Personnel

Responsible for:

Responsible for: 12.1
The institution provides appropriate academic and student support programs, services, and activities consistent with its mission. (Student support services) [CR]

1 2 .4

The institution (a) publishes appropriate and clear procedures for addressing written

student com plaints, (b) demo nstrates that it follows the pro cedures when resolving

10.9
The institution ensures the quality and integrity of the work recorded when an
institution transcripts courses or credits as its own when offered through a cooperative
academic arrangement. The institution maintains formal agreements between the
parties involved, and the institution regularly evaluates such agreements. (Cooperative
academic arrangements)
14.1
The institution (a) accurately represents its accreditation status and publishes the name,
address, and telephone number of SACSCOC in accordance with SACSCOC’s
requirements and federal policy and (b) ensures all its branch campuses include the
name of that institution and make it clear that their accreditation is dependent on the
continued accreditation of the parent campus. (Publication of accreditation status)
14.4
The institution (a) represents itself accurately to all U.S. Department of Education
recognized accrediting agencies with which it holds accreditation and (b) informs those
agencies of any change of accreditation status, including the imposition of public
sanctions. (See SACSCOC’s policy “Accrediting Decisions of Other Agencies.”)
(Representation to other agencies)

WORKING GROUP #7
Physical Facilities Working Group-Chair: Paul Hart, Associate Dean, College of Business
Note: Includes information technology, distance learning platforms as well as classroom space and
maintenance issues.
Mehran Basiratmand, Executive Director, Office of Information Technology
Azita Dashtaki-Dotiwala, Director of Budget and Planning, Facilities Management
Willie Freeman, Director, Center for eLearning
Marc Kozlin, Director of Physical Plant, Facilities Management
Sharlene Sookhoo, Director of Emergency Management

Responsible for:
13.7
The institution ensures adequate physical facilities and resources, both on and off
campus, that appropriately serve the needs of the institution’s educational programs,
support services, and other mission-related activities. (Physical resources)
13.8

The institution takes reasonable steps to provide a healthy, safe, and secure
environment for all members of the campus community. (Institutional environment)
WORKING GROUP #8
Student and Degree Records Working Group-Chair: Brian Hodge, University Registrar
Marie Claire Demassi, Associate University Registrar
Maria Jennings, Assistant University Registrar
Linda Johnson, Associate Dean, College of Arts and Letters
Samara Taylor, Dual Enrollment Coordinator, Registrar’s Office
Responsible for:
9.2
The institution offers one or more degree programs based on at least 60 semester credit

Debra Szabo, Assistant Director of Programs and Assessment Felipe Vargas, Administrative Staff Assistant, Office of the Provost

Responsibl e for :

This working group will prepare the institutional summary sections at the beginning of the document, including general information, educational programs, governance control and institutional information for reviewers.