PALO ALTO COLLEGE
COLLEGE PROCEDURE

Procedure Number: A 25.0
Procedure Title: Tracking/Identifying/Addressing New or Additional
                                                 SACSCOC Institutional Obligations
Relevant Board Policy: E.2.1 (Policy) Accreditation and Substantive Change
Relevant SACSCOC Principal: 14.5 College is Part of a State System
Originating Unit: Office of the Vice President of College Services
Maintenance Unit: Office of the Vice President of College Services

I.   Purpose: From time to time, the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC) develops new policies in response to a federal mandate or because of a major change in the higher education landscape. This procedure outlines a mechanism for ensuring that the College is aware of and complies with new institutional responsibilities promulgated since the publication of the current *Principles of Accreditation*.

Not all new policies pertain directly to the College's SACSCOC obligations; many new policies pertain to obligations for SACSCOC itself and incur no obligations on the part of the College. However, when a policy requires actions or compliance by the College, SACSCOC Comprehensive Standard 14.5 makes clear that noncompliance with said policy has the same implications as noncompliance with a standard of the *Principles of Accreditation*.

SACSCOC Comprehensive Standard 14.5:

"The institution complies with SACSCOC policy statements that pertain to new or additional institutional obligations that may arise that are not part of the standards in the current *Principles of Accreditation*." (https://sacscoc.org/pdf/2018PrinciplesOfAcreditation.pdf).

II.   Procedure Statement:

A. The College's Institutional Effectiveness' Accreditation Oversight Committee is charged with the task of staying up to date on changes published on the SACSCOC Website and/or communicated by SACSCOC to the College via email.

B. At least once every Fall and Spring semester, the College's Accreditation Oversight Committee will review both the SACSCOC emails collected and catalogued on the College's SACSCOC Share drive (Share for SACSCOC (M:) >

SACS _Email Communication) and the changes published on the SACSCOC.org Document webpage (https://sacscoc.org/documents/?type=policies) to determine whether any policies promulgated since the publication of the current iteration of the *Principles of Accreditation* require an institutional response.

C. In the event that this review reveals that a novel SACSCOC policy requires an institutional response

1. The College VPAS, VPCS and VPSS will confer with the College President in order to identify the appropriate administrator to assume ownership of the policy in question.
2. The administrator identified to take ownership of the policy will be notified and serve as the point of contact (POC) for said policy.
3. The name of the administrator identified to serve as the POC/Owner will be entered on the College's SACSCOC Writing Assignments Excel Sheet.
4. The POC/Owner will add the new policy to the agenda of the next CLT meeting in order to share with College leadership the new College responsibilities. At that CLT meeting responsible units of the College shall be identified.
5. The POC/Owner will ensure that the new policy is added to the list of pertinent SACSCOC policies maintained on the College's SACSCOC Share drive.
6. Finally, the POC/Owner along with all stakeholders will assume responsibility for ensuring that the College's response to the SACSCOC requirement in question is appropriate, timely and fully comports with the Southern Association's expectations.

Date Created: June 16, 2020

Date Approved: July 6, 2020

Approved:
(signed: Katherine Doss)
Interim Vice President of College Services

(signed: Beth Tanner)
Vice President of Academic Success

(signed: Gilbert Becerra)
Vice President of Student Success

(signed: Dr. Robert Garza)
    President