

CPTC Procedure: Accreditation Reporting Standards

In upholding Coastal Pines Technical College's (CPTC) commitment to operate with integrity in all matters, this procedure exists to ensure that all information submitted to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is timely, complete, accurate and current.

State Board Policy Reference

According to the State Board of the Technical College System Policy 2.3.6, it is the responsibility of colleges accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to require that all documents submitted to SACSCOC be candid and provide all relevant information. Each college will provide SACSCOC access to its operations and complete and accurate information about the college's affairs, including reports of other accrediting, licensing, and auditing agencies.

SACSCOC Policy Reference

In accordance with SACSCOC Policy Statement: Integrity and Accuracy in Institutional Representation and SACSCOC Policy Statement: Reports Submitted for SACSCOC Review, CPTC will comply with the requirements for integrity and accuracy in reporting in its relationships with SACSCOC. CPTC's President is obligated to review and ensure the accuracy and integrity of materials submitted, including the Compliance Certification and Quality Enhancement Plan.

CPTC will document compliance with the requirements of SACSCOC's *Principles of Accreditation*; submit timely and appropriate documentation as required by SACSCOC; and make complete, accurate, and honest disclosure to SACSCOC. In addition, CPTC shall meet the following expectations:

1. Ensure that all documents submitted to SACSCOC staff are candid and provide all pertinent information, whether complimentary or otherwise. With due regard for the rights of individual privacy and in all matters regarding reaffirmation of accreditation, CPTC will provide SACSCOC staff with access to all parts of its operations, and with complete and accurate information about CPTC affairs, including reports of other accrediting, licensing, and auditing agencies.
2. Respond in a timely manner to requests by SACSCOC staff for submission of dues, fees, reports, or other information.
3. Ensure that information submitted to SACSCOC staff (such as that provided in the annual institutional profile, institutional responses to visiting committee reports, and monitoring reports) is timely, complete, accurate, and current. CPTC is obligated to notify SACSCOC staff of any bankruptcy filing.
4. Cooperate with SACSCOC in preparation for visits, receive visiting committees in a spirit of collegiality, and comply with SACSCOC staff requests for acceptable reports and self-analyses.
5. Report substantive changes, including the initiation of new programs or sites outside the region, or new sites within the region in accordance with SACSCOC policy on substantive change.

6. Report accurately to the public its status and relationship with SACSCOC.
7. Provide counsel and advice to SACSCOC staff, and agree to have its faculty and administrators serve, within reason, on visiting teams and on SACSCOC committees.
8. Provide SACSCOC or its representatives with information requested and maintain an openness and cooperation during evaluations, enabling evaluators to perform their duties with maximum efficiency and effectiveness.

Responsibility

The Vice President for Institutional Effectiveness has the overall responsibility for ensuring this procedure is implemented.

Adopted: May 8, 2017

Reviewed: August 9, 2022