

Preparation for the SACS/COC visit October 11-14, 2010

1. Know what reaffirmation is:
 - a. A collective analysis and judgment by the institution, i.e., The Compliance Document and evidence.
 - b. A Review by Peers
 - i. Off site of the compliance document.
 - ii. On site of the compliance document, the focus document, and the QEP.
 - c. A reasoned decision by the elected members of the Commission on Colleges.

2. Review the TJC SACS documents on the TJC Web site.

3. If you have a question on a document, call or email Cheryl Rogers or Butch Hayes. If we do not know the answer we will get it for you. We want an informed campus!

4. Go to the Southern Association of Colleges and Schools/Commission on Colleges web site (www.sacscoc.org) to explore an issue or a question you may have.

5. Many of your colleagues have been involved in the process discuss with them what they have done and learn about the process.

6. Encourage discussion at department meetings and dean meetings.

7. Copies of The Principles of Accreditation: Foundations for Quality Enhancement are available in the Library on reserve.

8. Become familiar with TJC's QEP: The Quest for Academic Success – "Go Wild and Read," available on the [QEP website](#).
9. Cheryl Rogers or Butch Hayes is available to meet with groups on campus to discuss and explore reaffirmation, please contact us.
10. During the visit in October:
 - a. "Be East Texas Friendly" – gracious and hospitable!
 - b. Volunteer when given the opportunity.
 - c. If you are asked to meet with a visitor, make the appointment as requested.
 - d. Respond to the inquiry, answer the question asked.
 - e. Be honest and open.
 - f. TJC is the best, tell our story!