ON-SITE REAFFIRMATION COMMITTEE SCHEDULE

Institution: Lamar University
Dates of Visit: March 2-4, 2021
Chair: Dr. Terry M. McConathy
SACSCOC Staff: Dr. Charles A. Taylor

On-Site Reaffirmation Committee visits require flexibility – this schedule is subject to change, even once the visit starts! Because of the need to visit their Off-Campus Instructional Site(s), we will be looking for a minimum of two committee members each who can virtually visit the sites before the early Tuesday morning meeting.

*You will receive information on the Zoom platform that will be utilized during the virtual visit. There will be one main virtual room for the organizational and committee meetings, the welcome session, and others, using my SACSCOC Room using Zoom. More information will be sent soon. All times are Eastern Standard Time.

DAY ONE: Tuesday

Breakfast on your own

10:45 am – 12:15 pm
Committee Orientation and Planning Session - Location: Dr. Taylor’s SACSCOC Room using Zoom
Team building, orientation of committee, review standards, debriefing on assignments, and refining next steps and interviews.

Discuss Virtually Visited Off-Campus Instructional site(s) (if applicable); selected team members

In the orientation, committee members continue to identify issues and topics to be explored pertaining to specific accreditation requirements and the QEP. Members also identify questions to be explored with campus personnel during meetings that are scheduled later in the day.

12:15 am – 1:00 pm Break & Lunch

1:00 pm – 1:50 pm Welcome Session with institution’s Leadership Team Location: Dr. Taylor’s SACSCOC Room using Zoom

President of the Institution and the Chair of the Committee will facilitate introductions, and provide an overview of the institution and of the committee’s work. (Light refreshments available).

The institution’s CEO makes brief (7-10 minute) welcoming remarks to the
committee and introduces selected campus leaders and other participants. Following the CEO’s remarks and introductions, the On-Site Reaffirmation Committee Chair introduces committee members and outlines the committee’s responsibilities and itinerary while on campus. SACSCOC Vice President makes brief comments about process.

1:50 pm – 2:00 pm  Break

2:00 pm – 3:00 pm  Committee meets with the QEP Leadership Team –
Location: Dr. Taylor’s SACSCOC Room using Zoom

The purpose of this meeting is to provide institution’s leadership team that developed the QEP with an opportunity to present an overview of the plan to the committee before in-depth conversations about specific aspects of the QEP as well as exploration of QEP compliance-related issues. This is a good time to ask broad questions pertaining to the QEP.

3:00 – 3:15 p.m.  Committee Executive Session –
Location: Dr. Taylor’s SACSCOC Room using Zoom

Brief check-in with each other in the Committee workroom to see if there are any changes/adjustments needed in the schedule.

3:15 pm – 5:00 pm  Committee Interviews: Most Pre-Arranged in consultation with Institution
Location: Dr. Taylor’s SACSCOC Room using Zoom Break-Out Rooms

Committee members working on remaining compliance issues conduct Pre-scheduled individual and/or group interviews, as necessary. Possible interview persons or groups include:

Note: Work with the Committee Chair to schedule meetings/interviews. Arrange meetings in 30 minute slots. Multiple meetings can occur at the same time using Zoom Breakout rooms.

• President
• Vice-President-level administrators
• Department chairs
• Students
• Administrative staff and academic support services personnel [e.g. student affairs, library, IT, advising, finance, admissions, IE, Distance Education]
• Campus tour as needed

QEP Lead evaluator holds meetings as needed. Possible interview persons or groups include:
• QEP leadership
• Faculty not specifically on the QEP team and/or Department chairs
• Students

Discuss the Institution’s Main Virtual Campus Tour Sent in Advance.

5:00 p.m.  Chair and SACSCOC Vice President Meet with College President - (update)
Location: Dr. Taylor’s SACSCOC Room using Zoom Break-Out Rooms
5:30 pm – 6:15 pm  Committee Executive Session Discussion and Writing –
Location: Dr. Taylor’s SACSCOC Room using Zoom

6:30 pm  Committee Members Dinner – On Your Own

8:00 pm 10 pm?  Committee members work independently as needed
Location: Open or Dr. Taylor’s SACSCOC Room using Zoom

**DAY TWO:** Wednesday

*Breakfast on your own*

8:00 – 8:30 a.m.  Committee Executive Session – If needed
Location: Dr. Taylor’s SACSCOC Room using Zoom

[NOTE – this could be cancelled if no issues] Committee reviews issues,
schedules, and strategies for use of time during the day

8:45 am – 11:45 am  Meetings, Interviews, and Document Review –
Location: Dr. Taylor’s SACSCOC Room using Zoom Break-Out Rooms

Multiple meetings may occur simultaneously. See the list of possible interview
groups from Tuesday afternoon. Some of these meetings may be pre-planned
before the visit, while others may be decided after prior meetings.

**Note: (if needed) Work with the Committee Chair to schedule
meetings/interviews. Arrange meetings in 30 minute slots. Multiple meetings
can occur at the same time using Zoom Breakout rooms.**

11:45 am – 12:00 pm  Break

12:00 pm – 1:00 pm  Interviews/Meetings –
Locations: Dr. Taylor’s SACSCOC Room using Zoom Break-Out Rooms

*Students (Committee Members)*
*Faculty (Committee Members)*

*Governing Board (Chair, Committee CEO, SACSCOC Staff)*
Location: Dr. Taylor’s SACSCOC Room using Zoom Break-Out Rooms

1:00 pm – 1:45 pm  Break / Lunch – On Your Own

1:45 pm – 4:30 pm  Committee Executive Session
Location: Dr. Taylor’s SACSCOC Room using Zoom

4:30 pm  Chair and SACSCOC Vice President Meet with College President - (update)
Location: Dr. Taylor’s SACSCOC Room using Zoom Break-Out Rooms

5:00 pm – 6:00 pm  Committee Executive Session Continues (if needed)
Location: Dr. Taylor’s SACSCOC Room using Zoom
6:30pm  **Committee Members Dinner – On Your Own**

8:00 pm until  **(If Needed) Committee Executive Session**  
**Location:** Dr. Taylor’s SACSCOC Room using Zoom

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**D A Y T H R E E:**  **Thursday**

*Breakfast on your own*

8:00 - 8:30am  **Committee Executive Session –**  
**Location:** Dr. Taylor’s SACSCOC Room using Zoom
Committee meeting to review completed report and (if any) recommendations, etc. and prepare for Exit Conference. *(if needed)*

8:40 – 9:15am.  **Committee Chair and SACSCOC Vice President meet with Institution’s President;**  
**Location:** Dr. Taylor’s SACSCOC Room using Zoom Break-Out Rooms

9:30am – 10:15 am  **Committee Exit Conference [time subject to change – either direction]**  
**Location:** Dr. Taylor’s SACSCOC Room using Zoom
Committee meets with the institution’s Leadership Team (and others invited at the discretion of the President) to discuss its findings pertaining to compliance issues and the Quality Enhancement Plan. This meeting concludes the committee’s on-site virtual visit.

@ 10:15 am  **Conclusion of the visit**