

SACSCOC Accreditation Working Group

Functional Lead: Provost

Division: Academic Support Division

Responsible Office: Accreditation Liaison

Reference: (a) SACSCOC Principles of Accreditation 2024 Edition

(b) Resource Manual for the Principles of Accreditation Fourth Edition Published 2024

1. Purpose. This section outlines the policy and operating procedures of the Accreditation Working Group (AWG) for accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

2. Background. Marine Corps University (MCU) is accredited by SACSCOC to award master's degrees. Accreditation re-affirmation happens on a ten-year cycle, with interim reports due at the fifth year of each cycle. MCU was last re-accredited in 2015, and its last interim report was delivered in 2020.

3. Policy

a. The AWG provides a forum to discuss policies, practices, and procedures to ensure that MCU achieves its mission, and communicates these policies, practices, and procedures to SACSCOC as part of the accreditation cycle. The AWG's scope includes all reportable standards based on the Principles of Accreditation.

b. The AWG will meet on a regular basis to review progress, provide advice, and identify issues requiring referral to the Provost for resolution. It also provides detailed instructions for developing compliance narratives, preserving documentation, and resolving issues. Working group discussions contribute to an institutional culture of continuous improvement and innovation.

c. Members should have the requisite knowledge and experience to review all evidentiary documentation related to reaffirmation, ensure accuracy, identify potentially non-compliant areas and substantial issues, and make feasible recommendations for improvement. A dynamic, cross-functional membership is essential to fulfilling the group's function. Due to the broad scope of the participating organization functions, attendance requirements may vary with the meeting agenda; some meetings may be discretionary for certain representatives.

d. Occasionally, the AWG may form subcommittees to address specific needs or concerns. These committees will report findings or recommendations in writing for discussion at the larger AWG meeting. Such reports are appended to the AWG notes and retained as part of the permanent record.

4. Procedures

a. Membership

(1) Core members: the Director, Academic Support Division (ASD), as MCU's Institutional Accreditation Liaison as Chair; the Director, Institutional Research, Assessments, and Plans; the Deputy Director, Brute Krulak Center for Innovation and Future Warfare, the MCU Business Manager, the Faculty Development and Outreach Coordinator, and the Director, Quality Enhancement Plan. These members have significant duties related to the development and implementation of MCU academic and business policies and practices, and assessment thereof, in regard to the requirements of institutional accreditation in general and MCU's current Quality Enhancement Plan (QEP) in particular.

(2) Extended members: Deans and Chief Academic Officers (or their appointed representatives) of Marine Corps War College, School of Advanced Warfighting, Command and Staff College, College of Distance Education and Training, Expeditionary Warfare School, and College of Enlisted Military Education, and Deputy Directors of the Center, Regional and Security Studies, Lejeune Leadership Institute, History Division/Gray Research Center, National Museum of the Marine Corps, and Leadership and Communication Skills Center.

(3) Adjunct members are assigned as needed for discrete events, projects, and the like, such as VP or Director designated leads for producing compliance narratives, drafting reports, providing documentary evidence, or developing proposals for a QEP.

(4) The Director, ASD will assign an 8802 Education Officer to serve as the AWG Secretary.

(5) Other personnel may be required to attend meetings as needed.

b. Meetings

(1) The AWG can be called into session as needed the Chair, or as requested by the President, MCU. Meetings are generally open to the MCU community.

(2) The Chair will prepare and disseminate an agenda prior to each meeting. Its members and requests from university, school, or directorate leadership may inform the agenda.

(3) Robert's Rules of Order will govern meeting procedures.

(4) A quorum for the AWG will consist of one half of the members plus one. Recommendations should reflect consensus among members.

(5) Following each meeting, the Chair will prepare the minutes for member review. Final minutes are retained in ASD archives. The Chair will furnish upon request, minutes from meetings, including Committee reports, if applicable, to MCU officials, faculty, and staff members. Working group members are expected to share key takeaways from AWG discussions with their respective organizations.

(6) The Chair presents AWG concerns and recommendations to governing bodies, like the Board of Visitors, President's Planning Council, Executive Steering Committee, or Faculty Council, and to individual leaders, such as the Vice Presidents, Deans, or MCU President, as appropriate.

Related Policies and Forms:

BOV Charter

Faculty Council

SACSCOC Accreditation Roles and Responsibilities

Promulgated: 30 Sep 2021

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