

## **SACSCOC Accreditation Working Group**

Functional Lead: VPAA

Division: ASD

Responsible Office: Academic Policies

Reference: (a) SACSCOC Principles of Accreditation  
(b) Resource Manual for the Principles of Accreditation

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.
3. Policy
  - a. The AWG provides a forum to discuss policies, practices and procedures to ensure that MCU remains, and builds upon, its purpose; 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 detailed instructions for developing compliance narratives or preserving documentation, resolving issues, or identifying issues requiring referral to the Vice President for Academic Affairs (VPAA) for resolution.
  - c. Members should have the requisite knowledge and experience to review and approve all evidentiary documentation related to reaffirmation in order to ensure accuracy and identify potentially non-compliant areas and substantial issues. A diverse, 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. From time to time, 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 will be 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)/Deputy VPAA, as MCU's Institutional Accreditation Liaison as Chair; the Director, Institutional Research, Assessments, and Plans; the Deputy Director, Brute Krulak Center for Innovation and Creativity; the MCU Business Manager, and the Faculty Development and Outreach Coordinator. These members have significant duties related to the development and implementation of MCU academic and business policies and practices, and assessment thereof, in regards to the requirements of regional accreditation in general and MCU's current QEP in particular.

(2) Extended members: Deans and Chief Academic Officers 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 for Advanced Operational Culture Learning, Lejeune Leadership Institute, History Division/Gray Research Center, and National Museum of the Marine Corps.

(3) Adjunct members will be 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 on an as needed basis.

b. Meetings

(1) Full AWG meetings will occur quarterly. The Core Team will meet on a monthly basis. The AWG can be called into session on an as-needed basis by the Chair, or as requested by the President, MCU. Meetings will generally be open to the MCU community.

(2) The Chair will prepare and disseminate an agenda prior to each meeting. The agenda may be informed by its members as well as requests from University, school, or directorate leadership.

(3) Meeting procedures will be governed by Robert's Rules of Order.

(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 will be retained in ASD archives. If requested, minutes from meetings, including Committee reports, if applicable, will be furnished to MCU officials, faculty, and staff members.

(6) The Chair presents AWG concerns and recommendations to governing bodies, such as 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

Last Reviewed: 30 Sep 2021

Last Update to Procedures: 30 Sep 2021