

**Northwest-Shoals Community College
SACS Teams
2006-2009**

Leadership Team

The role of the leadership team is central to the success of the institutional review. The commission encourages institutions to create leadership teams consisting of the chief executive officer, the chief academic officer, faculty member, the designated accreditation liaison, and other personnel as is appropriate.

The main responsibilities of the Leadership Team include:

1. Coordinating and managing the internal review process
2. Overseeing the development of the Quality Enhancement Plan
3. Overseeing the institutional review of compliance with the Principles of Accreditation and the documentation supporting compliance
4. Ensuring that the institutional community is engaged in the review process and is informed of the progress of the review
5. Developing the structure for the internal review process and overseeing time lines for ensuring the timely completion of the Compliance Certification and the Quality Enhancement Plan
6. Overseeing arrangements for the on-site visit
7. Ensuring that appropriate follow-up activities are in place to address compliance issues and to monitor the successful implementation of the Quality Enhancement Plan

The chief executive officer and the accreditation liaison play major roles in the process

Compliance Certification Team

The Compliance Certification Team conducts an institutional analysis to check for compliance with the Core Requirements and the Comprehensive Standards.

The team has the following responsibilities:

1. Interpret Core Requirements and Comprehensive Standards
2. Identify evidence to support each Core Requirement and Comprehensive Standard
3. Assign specific assignments to staff and faculty who have been identified as having responsibility for a particular area addressed in a specific Core Requirement or Comprehensive Standard
4. Certify quality and integrity of the data and information
5. Conduct the analysis of compliance to ascertain extent of compliance (compliance, partial compliance, or non-compliance)
6. Prepare narrative

**Leadership/Compliance Certification Team
Membership List**

1. Timmy James – Chair
2. Humphrey Lee
3. Glenda Colagross
4. Bret McGill
5. John McIntosh
6. Paul Merrill
7. Charles Taylor
8. C.T. Wilson
9. Pam Gattman
10. Jenny Byram
11. Dianne Pace
12. Rachel Trapp

Quality Enhancement Plan (QEP) Team

The purpose of the Quality Enhancement Plan Team is to carefully design a Quality Enhancement Plan (QEP) that will result in transforming improvements in the quality of student learning at Northwest-Shoals Community College.

The responsibilities of the Quality Enhancement Plan Team include the following:

1. Designing the process for developing the QEP, including establishing the timeline for the completion of tasks and selecting individuals and groups to be involved in the process
2. Informing and educating the campus about the purposes and processes of the QEP
3. Ensuring and documenting broad-based campus community input into identification and selection of the QEP topic
4. Ensuring that the topic is well-defined, focused and directly relates to enhancing a specific set of student learning outcomes
5. Conducting necessary literature/best practices research on the topic
6. Attending relevant conferences, workshops, and seminars to develop sufficient expertise on the topic
7. Ensuring that the QEP complements the institution's ongoing integrated institution-wide planning and evaluation processes
8. Reporting process to the Leadership Team
9. Developing an ambitious, yet realistic and viable, implementation plan
10. Developing a rigorous multifaceted assessment and implementation evaluation plan
11. Developing the QEP narrative
12. Conducting a PR campaign to inform campus community about the QEP strategies
13. Working with the Document Organization Team to develop a user-friendly format for presenting the QEP to the campus community and the On-site Review Committee
14. Developing the QEP Implementation Report in 2014

QEP Team Membership List

1. John McIntosh – Project chair
2. Dianne Pace – Activity chair
3. Ginger Long
4. Joan Baltes
5. Carole Dabbs
6. Rose Jones
7. Ken Brackins
8. Joe Hackworth
9. Kim Miller
10. Ann Lyndon
11. Kim Ricketts
12. Craig Sockwell
13. Eric Reid
14. Jim Bonner
15. Janet Jones
16. Glenda Colagross
17. Bret McGill
18. Timmy James
19. Bob England

Document Organization Team

The purpose of the Document Organization Team is to carefully design and create a format for delivery of the Compliance Certification report to the off-site committee

The responsibilities of the Document Organization Team include the following:

1. Assist the Leadership Team in the design and organization of the Compliance Certification document
2. Create and test all links to compliance documents and compliance document evidence
3. Work with the QEP Team to develop a user-friendly format for presenting the QEP to the campus community and the On-site Review Committee
4. Assist the QEP Team with a PR campaign to inform campus community about the QEP strategies
5. Assist the Leadership Team with arrangements for the on-site visit

Document Organization Team Membership List

1. Timmy James - Chair
2. Marsha Oliver
3. April Cookson
4. Sharon Jo McBride
5. Lavon Duboise
6. Mary Jackle
7. Kym Robinson
8. Glenda Colagross
9. Teresa Harrison