

Wrona's notes from SACSCOC-USF meeting on May 2, 2018

Reviewed by Jones May 6, 2018

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SACSCOC Attendees: add names and titles here

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USF Attendees: add names and titles here

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Activity Timeline

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To meet the required consolidation date of July 1, 2020, the following deadlines must be met. The President of the University of South Florida (USF) in Tampa, the Regional Chancellor of USF St. Petersburg, and the Regional Chancellor of USF Sarasota-Manatee, as CEOs of their respective SACSCOC-accredited institutions submit ~~USF should follow planned timeline which involves submitting a notification letter to SACSCOC, (signed by President and Regional Chancellors?)~~ indicating the interest in consolidating their accreditations no later than ~~December 1, September 15, 2019, and submitting full jointly, the new institution resulting from the proposed consolidation -- University of South Florida -- submits a substantive change~~ prospectus to SACSCOC by March 15, 2020, for approval of consolidation by the SACSCOC Board of Trustees ~~in-at its June, 2020 meeting, with an effective consolidation date of July 1, 2020.~~

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Commented [JB1]: Yes, the Regional Chancellors sign. It is a joint letter from the CEOs of the three accredited institutions.

Commented [JB2]: My notes say 6 months prior, not 3

If ~~the consolidation plan~~ prospectus is not approved ~~is rejected~~ by the SACSCOC Board of Trustees in June of 2020, USFSP ~~should will~~ request an extension ~~on-of~~ its reaffirmation of accreditation and USF Tampa ~~should will~~ request an extension on its fifth year report to ~~allow buy time to "fix" to respond to issues in the original the~~ prospectus and resubmit it to SACSCOC for a second review at the December 2020 SACSCOC Board of Trustees meeting.

Within six months of SACSCOC's approval of the consolidation ~~plan~~ prospectus, SACSCOC will conduct a site visit (likely in Fall ~~of Semester~~ 2020). This site visit will effectively "replace" USFSP's 2021 ~~reaffirmation~~ Reaffirmation requirement, USF Tampa's 2021 ~~fifth-Fifth year-Year report-Report~~ requirement, and USF Sarasota-Manatee ~~USFSM's~~ 2022-~~Fifth year-Year report-Report~~ requirement, which SACSCOC will no longer require will go away following consolidation. The ~~next-new University of South Florida will submit~~ fifth year report will be due to SACSCOC in 2030, five years after the consolidated institution's 2025 reaffirmation off accreditation.

Branch Campus vs. Instructional Sites

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If USFSP and USF Sarasota-Manatee ~~USFSM~~ are designated as Branch Campuses, rather than as Off-Campus Instructional Sites, then the post-consolidation site visit by SACSCOC will include visits to USFSP and ~~USF Sarasota-Manatee~~ USFSM. Otherwise it may not, because they are already established as instructional sites. The new College of Medicine instructional site downtown and any other new instructional sites will, however, be included in the site visit. The more sites that are included in the site visit, the larger the site visit team will be, and the greater our costs will be. If site visits are required to USFSP and ~~USF Sarasota-Manatee~~ USFSM, the site visit team will include at least nine people.

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Commented [JB3]: Not necessarily, because the team members will serve double duty on the Reaffirmation team and the Sub Change committees.

The name of the new institution will be "University of South Florida" and the main campus will be the Tampa campus. USFSP and ~~USF Sarasota-Manatee~~ USFSM can continue to refer to themselves as USFSP and USFSM.

Commented [JB4R3]:

Commented [JB5]: May save money because they will not have to fly in for a separate Sub Change visit.

~~SACSCOC requires one mission for the newly formed University that embeds the missions of all three campuses, if different. USFSP and USFSM cannot have their own missions, but unique roles or centers of excellence can be defined for them in the consolidated institution's mission statement.~~

Mission

USF's BOT ~~may want to will~~ create a new mission statement for the consolidated institution that specifies the uniqueness of each campus.

The USF System will ~~go away and~~ once the consolidation is approved, Dr. Judy Genshaft will be President of the University of South Florida, ~~not President of the USF System.~~

After USF is consolidated under one SACSCOC accreditation, USF Tampa will be the main campus and the consolidated institution will be up for ~~reaffirmation~~ Reaffirmation of accreditation in 2025, which is when USF Tampa would have come up for reaffirmation.

~~SACSCOC VP~~ Dr. Denise Young, who is USF Tampa's ~~staff~~ liaison at SACSCOC, will be the ~~staff liaison~~ SACSCOC Vice President for the consolidated institution. Denise should be copied on all communications between USFSP and its SACSCOC VP Dr. Nuria Cuevas and between USF Sarasota-Manatee ~~USFSM~~ and its SACSCOC VP Dr. Michael Hoefler.

USFSP and USF Sarasota-Manatee ~~USFSM~~ will either be branch campuses or off-campus instructional sites. Per SACSCOC, the amount of local responsibility is what defines a branch campus. A branch campus must have its own faculty and administrative or supervisory organization and have its own budgetary and hiring authority.

If USFSP and USF Sarasota-Manatee ~~USFSM~~ submit budget requests to the President rather than directly to the USF BOT, then they are considered off-campus instructional sites, not branch campuses. If budget requests are submitted directly to the USF BOT, they must come from the Chancellor, not from the Campus Board.

Commented [JB6]: The BOT can delegate authority for budget to the Campus Boards.

Commented [JB7]: Not sure what you mean by this.

~~Only USF's BOT can approve budgets. Campus boards cannot. The USF Board of Trustees of the new institution can decide to maintain authority for budget approval or formally delegate this authority to the campus boards.~~

Following consolidation, if USFSP and ~~USFSM~~ USF Sarasota-Manatee become branch campuses (rather than off-campus instructional sites), they must specify that their SACSCOC accreditation is contingent on the continued accreditation of the ~~main campus in Tampa~~ new USF.

Commented [JB8]: My notes do not specify this. My understanding is that the two campuses will use the same accreditation statement as the Tampa campus.

~~Per Dr. Wheelan, b~~ Branch campuses cannot interact directly with the state legislature on their own. That would trigger a request from SACSCOC that they seek their own accreditation.

Commented [JB9]: We will all be one institution and all will contribute to the accreditation.

Campus boards at USFSP and ~~USFSM~~ USF Sarasota-Manatee can ~~only~~ be advisory boards. They have ~~with~~ no decision-making authority ~~that is not delegated formally by the Board of Trustees. They cannot be governing boards.~~ Dr. Wheelan suggested it might be better to call them advisory boards rather than campus boards, to clearly signify that that are NOT governing boards. If authority is delegated by the BOT to the ~~C~~ campus ~~B~~ boards, then ~~we need the BOT must to~~ clearly specify what authority has been delegated.

The consolidated institution will ~~have to~~ develop one ~~QEP-Quality Enhancement Plan (QEP) plan as part of planning for reaffirmation~~ Reaffirmation of accreditation in 2025. Status reports and future intentions regarding the ~~current~~ QEPs underway at USF Tampa and ~~USFSM-USF Sarasota-Manatee will should~~ be part of the consolidation prospectus submitted to SACSCOC.

USF ~~should~~ Tampa, St. Petersburg, and Sarasota-Manatee ~~must~~ notify the U.S. Department of Education ~~immediately as soon as possible~~ about our planned consolidation. SACSCOC will officially notify the U.S. Department of Education about our consolidation when the consolidation is approved by the SACSCOC Board of Trustees.

We should contact ~~specialized accreditors~~ soon about our planned SACSCOC consolidation and ask them whether they want us to consolidate specialized accreditations that currently exist at more than one USF institution before SACSCOC approves the USF consolidation or after. If three institutions have the same specialized accreditation, ~~we will have to terminate two of them and keep only one for the consolidated institution.~~

USF's BOT must incorporate statutory language into its Bylaws if it intends to use statutes as guidelines for its decisions and actions, ~~especially with regard to removal of Trustees from the Board.~~

Teach out agreements will only be necessary if a program will be terminated at one ~~or more~~ of the institutions following consolidation.

The consolidated institution must have ~~one general education program~~, and one QEP. ~~However, it is up to the new institution to determine what it will be.~~

Curricula ~~for the same degree (e.g., B.S. in Accounting)~~ must be the same on each campus ~~of the new USF~~. We cannot have different programs of study ~~or different student learning outcomes for accounting Accounting~~ majors on each campus, but each campus can offer its own unique concentrations. However, if two campuses offer the same concentration, then the concentrations must be identical, because there really is only one concentration for the consolidated institution. ~~SACSCOC recommends that the faculty review the current curricula and decide on one. That one curriculum can be already in existence on one of the current campuses or a hybrid curriculum of multiple campuses.~~

The consolidated institution must have ~~one set of Tenure and Promotion Guidelines, except for the medical school.~~

The three separately accredited institutions should put a moratorium on new programs and all other SACSCOC substantive changes ~~from September 15, 2019, until June 2021 to allow at least five months after the SACSCOC site visit, which will occur within six months of the decision by the SACSCOC Board of Trustees to allow consolidation. (Site visit will likely occur during fall of 2020.) to respond to any issues raised during the site visit to be considered by the SACSCOC Board. If the site visit committee has no concerns, then we will not have to wait for the June 2021 meeting to start new programs.~~

Proposals for any planned SACSCOC substantive changes should be submitted to SACSCOC ~~well before by September 15, 2019, to allow time for review and approval. When~~ the consolidation prospectus is submitted to SACSCOC, ~~it and the consolidation prospectus~~ should refer to ~~the any~~ outstanding substantive change proposals if SACSCOC has not approved the substantive change request by the time the consolidation prospectus is submitted. Ideally, all planned SACSCOC substantive changes will be

Commented [JB10]: USF Sarasota-Manatee is accredited by CAEP and AACSB. No additional accreditors need to be notified on our behalf. I believe that is also the case for St. Pete. I recommend meeting with AACSB soon, as their world headquarters is in Tampa. USF System College of Business deans, academic officers, and accreditation officers met with AACSB leadership in Tampa prior to Sarasota-Manatee and Lakeland (before it became Polytech) achieving separate SACS accreditation. It helped AACSB understand us better and resulted in a workable timeline for all four campuses to follow for AACSB accreditation. CAEP is headquartered in Washington, DC, but may also be worth a visit.

Commented [JB11]: My notes say that we need to check with the accreditors on this.

Commented [JB12]: My notes show this as an example, not a special requirement.

Commented [JB13]: I think it is important to point out that the gen ed requirement does not already have to be one in existence but can be developed specially for the new institution.

Commented [JB14]: We already have the USF System Tenure and Promotion Guidelines to which all T&P guidelines in the various colleges align. We did not address during the meeting if SACSCOC is concerned about the "procedure" being the same for all or the "criteria" being the same. May need further clarification on this item before sharing with faculty.

approved by the December 2019 SACSCOC Board of Trustees meeting, so they will not to avoid interfering with or complicating the consolidation prospectus.

Each separately accredited institution will need to provide its own financial audit reports and management letters for the two most recent fiscal years (i.e., for the 2017-18 and 2018-19 fiscal years?) and its most recent financial aid audit as part of the consolidation prospectus.

Commented [JB15]: My notes say we need separate state audits for FY 19 only.

The SACSCOC Prospectus should:

- Describe what the new institution will look like;
- Focus on what will happen in the new entity created by the consolidation;
- Show communication flows from campuses to the BOTs;
- Contain reorganization plans that delineate lines of responsibility and authority;
- Include a reference to any pending SACSCOC Substantive Change proposals (e.g., new downtown instructional site for College of Medicine).

Although AACSB allows two named Colleges of Business, but SACSCOC does not expect one. However, SACSCOC would allow a College of Business and a College of Entrepreneurship, for example. (But presumably if both of these colleges offered the same degree program, then the curricula would need to be identical?)

Commented [JB16]: Yes

SACSCOC also expects tThe consolidated institution needs to have one College of Education with one Dean, for example, but the programs offered at each campus could have different foci. The student learning outcomes (SLO) for the same major and the same degree are expected to be the same. Although processes to assess the SLOs can be different on each campus of the new USF, it is not advised.

Advice from SACSCOC President Belle Wheelan:

- Tackle academic programs and degree offerings first
- Then do tenure policy and budget
- The two most difficult things to do are (1) consolidating academic programs and faculties and (2) budgets.

Would also suggest organizing the narrative under headings to make it easier to follow, such as Timeline, Documents, Specialized Accreditors, Branch Campuses or Instructional Sites, etc.

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