



FRANCIS MARION UNIVERSITY
OFFICE OF The Provost
IE DEPARTMENTAL ASSESSMENT PLAN

ASSESSMENT PLAN PERIOD: July 1, 2018 - June 30, 2019

DEPARTMENTAL MISSION STATEMENT: The Provost is the chief academic officer of Francis Marion University and with the assistance of the associate provosts, school deans, and department chairs, oversees the undergraduate and graduate programs of the University. The Center for Academic Success and Advisement (CASA) as well as the Grants Development office also report to the Office of the Provost. **From <http://www.fmarion.edu/academics/provost>**

Goals	Desired Outcomes	Assessment Methods and Procedures	Results	Planned Improvements Based on Assessment Results
<p>1. Be chief advocate and leader of the academic mission at Francis Marion University to serve the state and the Pee Dee region with high quality higher education at both the undergraduate as well as graduate level.</p>	<p>Through meetings and interaction with the stakeholders, the Provost will forge strong relationships with the President, Deans, Chairs, Trustees, Vice Presidents, and other key leaders across the university and promote communication about the university's current status and future plans. The Provost will provide the vision, intellectual leadership, and advocacy for the continued growth and excellence of the University's academic programs and faculty. On annual survey work to have positive responses on Questions #1 through 22, and most significantly on #23 asking the overall performance of the Provost on the faculty evaluation. Work to have a larger response from the faculty on the survey.</p>	<p>The Current baseline of meetings scheduled with the principle stakeholders are: Weekly Senior Staff Meetings. Monthly Meetings with Deans and Departmental Chairs one on one. Formal Deans and Chairs Meeting are scheduled 3 times a Semester. The Provost also presents to the Board of Trustees' Academic Affairs and Accreditation Committee at the 4 Board meetings during the year. In addition to the above, special meetings will be implemented as needed with Faculty, Staff, and other stakeholders. Besides the above meetings, formal evaluation of the Provost is provided by a Form that is distributed to the Faculty once a year at the end of the spring semester for the Faculty to rate the Provost. Formal assessment of the Provost is returned on the Annual evaluation form with questions #1 through 22 and # 23 specifically related to his/her overall performance. On that survey the following scale was used: 1=Strongly Disagree, 2=Disagree, 3=Neutral, 4=Agree, 5=Strongly Agree, 6= I choose not to rate this item. Baseline = 49 responses for 2017-2018 yr. Benchmark = ave. 57 responses for the 2018-2019 yr. Target = 100 responses each year.</p>	<p>Throughout the year weekly senior staff meetings met. Total = 45 senior staff in a year. Throughout a semester there were 48 meetings individually between the provost and various Deans, and Dept. Chairs. Total = 96 per academic year. Throughout a semester the Formal Deans and Chairs meeting with the provost occurs 3 times. Total = 6 times an academic year and 1 summer meeting. Throughout the year, 4 meetings of the Board of Trustees were held with the Provost reporting to the Academic Affairs and Accreditation Committee during those meetings. The Faculty evaluation forms of the Provost office are collected by the Chair of the Faculty. For the most recent survey, a low return rate was recorded with only on average 58 respondents submitting the evaluation form. For Question # 23 we had 56 submissions.</p>	<p>Meetings to continue as scheduled for the upcoming academic year. Special ad hoc meetings, including a summer meeting will be employed if necessary. Besides the normal report, the Provost has developed a plan to highlight a particular department or program at each of the 4 Academic Affairs and Accreditation Committee meetings of the FMU Board of Trustees. In Addition, better methods, communication, and marketing measures to stress the importance of the faculty evaluation of the Provost to raise the number of respondents will be employed in the future. With approx. 250 faculty at FMU, a Target respondent number of 100 will be the goal for the next evaluation cycle. Furthermore, the goal would be to receive wholly positive scores of 4=Agree, 5=Strongly Agree on Question # 23 that asks: I rate the overall performance of the Provost as good.</p>



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<p>2. Support Faculty and Staff Leadership Development</p>	<p>The office of the Provost at Francis Marion University will continue to provide faculty leadership training opportunities through participation as appropriate in programs offered by the Harvard Institute of Education Management, the American Council on Education, the HERS Institute, and similar programs both external and internal to the Agency. The target goal would be to offer some form of a professional, leadership development program to at least 2 members of the Faculty and/or Staff each year, contingent upon available funding.</p>	<p>For 2017-2018 we sent a number of faculty leaders to Higher Education development programs: 1 went to Harvard, 1 participated in an ACE fellowship, 4 went to the HERS institute. While 2017-2018 saw 6 faculty leaders attend various programs, The target goal would be to offer some form of a professional, leadership development program to at least 2 members of the Faculty and/or Staff each year, contingent upon available funding. Baseline = 6 for 2017-2018 yr. Benchmark = 6 for 2018-2019 yr. Target = to send at least 2 per yr.</p>	<p>All employees successfully completed the higher education leadership training and have been applying ideas learned to our campus.</p>	<p>Looking ahead we hope to continue sending FMU employees to higher Education leadership training programs. 2 upper-level administration members are scheduled to attend the two-week training at Harvard this summer. and 4 more employees will complete training this summer. For the future others will be identified and provided with opportunities to develop their leadership skills. Additional Leadership programs will be surveyed and used if deemed warranted in the future, with an eye on the Target of sending at least two a year if not more. In addition, a formal assessment of the benefits of attending these programs will be developed as a survey to be taken by those faculty/staff upon their return from these various programs. This would entail the development of the questions as well as the format in which to conduct this survey.</p>
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<p>3. Provide Professional Development funding for faculty research and development.</p>	<p>The office of the Provost at Francis Marion University will continue to provide funding for faculty professional development. The Provost office hopes to be able to fully fund all faculty professional development projects. Currently, each faculty member has the option to submit proposal(s) for consideration to use up to \$2,750 per year.</p>	<p>The Provost Office charges the Professional Development Committee, made up of FMU Faculty with the duty to evaluate the validity and recommend the funding of faculty proposals for research, conference, travel, etc. That committee reviews the proposals, then votes on them to approve them to be recommended to the Provost Office for consideration for funding. FMU has approx. 250 full-time faculty members. Baseline = 222 faculty were awarded P.D. funding for 2017-2018 yr. Totaling \$274,532.00 Benchmark =216 faculty were awarded P.D. funding for 2018-2019 yr. Totaling \$286,846.00 Target = 225</p>	<p>For the 2018-2019 year FMU fully funded 216 faculty travel and research requests totaling \$286,846.00 Thus, we have set a benchmark for proposal submissions being 216 and above and for funding to be at or above \$200,000.00</p>	<p>Support at that level for faculty professional development will continue in the current fiscal year. The future Target will be 225 faculty proposals with full funding for all proposals. As we grow our faculty from 250+, new sources of funding may need to be considered and employed if necessary. P.D. proposals will need to undergo a more critical review, partial funding might be one option to consider in the future if proposals surpass available funds. Additional funding levels will be dependent on budget constraints and other mitigating factors.</p>
<p>4. Provide funds for faculty to use for Ready to Experience Applied Learning (REAL) grants to assist with the experiential learning of their students beyond the classroom..</p>	<p>The office of the Provost at Francis Marion University will continue to provide funding for faculty to apply for REAL grants. Currently, each faculty member can submit proposal(s) for consideration to use up to \$5,000 per year.</p>	<p>The Provost Office charges the Accreditation Committee, made up of FMU Faculty with the duty to evaluate the validity and recommend the funding of faculty proposals for REAL grants. That committee reviews the proposals, then votes on them to approve them to be recommended to the Provost Office for consideration for funding. During the 2018-2019 academic year, the committee developed a scoring Rubric in which to rate the REAL grant proposals. This was applied to spring 2019 proposals and will be applied to all new proposals going forward. Please find that Rubric as an attachment to this report. FMU has approx. 250 full-time faculty members. Baseline = 117 faculty were awarded REAL grant funding for 2017-2018 yr. Totaling \$232,677.00 Benchmark =123 faculty were awarded REAL grant funding for 2018-2019 yr. Totaling \$277,386.00 Target = 150</p>	<p>For the 2018-2019 year FMU funded 123 faculty REAL grants totaling \$277,386.05 Thus, we have set a benchmark for proposal submissions being at least 100 and above and for funding to be at or above \$200,000.00</p>	<p>Support at that level for faculty REAL grants will continue in the current fiscal year. The future Target will be 150 proposals with full funding for all proposals. As we grow our faculty from 250+, new sources of funding may need to be considered and employed if necessary. REAL grant proposals will need to undergo a more critical review. with an eye on revision the RUBRIC if necessary. Additionally, partial funding might be one option to consider in the future if proposals surpass available funds. Additional funding levels will be dependent on budget constraints and other mitigating factors.</p>



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<p>5. Provost serves as Dean of the College of Liberal Arts. "The mission of the Francis Marion University College of Liberal Arts is to provide students with skills and knowledge needed for personal and professional success." <i>From: FMU 2018-2019 Catalog p.69.</i> To reach this end, the Dean of the C.L.A. is responsible for C.L.A. academic programs and faculty issues such as T and P, hiring, etc. of the faculty members of the College of Liberal Arts.</p>	<p>Be an effective leader of the College of Liberal Arts and adhere to its mission. Oversee CLA developments, initiatives and Tenure and Promotion procedures of faculty members. Hold and Chair meetings of the College of Liberal Arts. Work to keep the faculty members of the C.L.A. informed of new initiatives, etc. that would affect them. Work to have positive responses on Questions #24, 25 and most especially #26 where the overall performance of the Dean is recorded on the faculty evaluation of the Dean of the CLA.</p>	<p>Organize and hold College of Liberal Arts Meetings at least 1 time per Semester. Establish <i>ad-hoc</i> Committees within the College to examine certain priorities and make recommendations. Formal assessment of the Provost's role as Dean of the CLA is returned on the Annual evaluation form with questions #24, 25, and 26 specifically related to his/her performance as Dean of the CLA. On that survey the following scale was used: 1=Strongly Disagree, 2=Disagree, 3=Neutral, 4=Agree, 5=Strongly Agree, 6= I choose not to rate this item. Baseline = 31 responses for 2017-2018 yr. Benchmark = 28 responses for 2018-2019 yr. Target = 50 responses each year.</p>	<p>All meetings met at scheduled times and dates throughout the academic year. Question #24 had 29 respondents. Question #25 has 28 respondents. Question #26 had 28 respondents.</p>	<p>Meetings to continue as scheduled for the upcoming academic year. Special <i>ad hoc meetings</i> would be employed if necessary. Additionally, special <i>ad-hoc</i> Committees from the C.L.A. will be formed as needed in the future. As to the formal assessment, better methods, communication, and marketing measures to stress the importance of the faculty evaluation of the Dean of the C.L.A. to raise the number of faculty respondents submitting the evaluation will be employed in the future. With approx. 140 faculty in the C.L.A. at FMU, a Target respondent number of 50 will be the goal for the next evaluation cycle. To reach this end, better communication and earlier communication of the importance of completing the survey will be undertaken. The survey will be mentioned at the final CLA meeting of the semester. The goal would be to receive positive scores of 4=Agree, 5=Strongly Agree on Question # 26 that asks: I rate the overall performance of the Dean of the College of Liberal Arts as good.</p>
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<p>6. The Provost and Associate Provost oversee all new academic programmatic developments at the undergraduate and graduate levels to bring about new degree offerings and new programs to better serve our students, local business, the local community, and medical providers. Those programmatic and course changes are then compiled and submitted in a revised FMU Catalog each year.</p>	<p>The provost office assist Deans and Chairs with new program and course development at both the undergraduate and graduate level. The provost office staff works to incorporate all new changes into the newest edition of the FMU catalog. That catalog is to be completed in timely manner with targeted deadline of May 15 each year. Furthermore, the provost office works to assess each and every catalog change and new program and course development to evaluate and track whether they need to be reported to CHE as 1. a Notification of Change, 2. a Program Modification or 3. a new program proposal. Also in the case of discontinuing a program, a notice of Termination needs to be submitted to CHE.</p>	<p>The Associate Provost will attend all meetings of the Academic Affairs Committee for undergraduate course/program development. The Associate Provost will attend all meetings of the Graduate Council (Associate Provost serves as Director of Graduate Programs) for Graduate program/course development. He/She will attend all meetings of the Faculty Senate and the General Faculty to ensure the passage of new program developments, program modifications and all necessary Catalog changes. That catalog is to be completed in timely manner with the targeted deadline of May 15 each year. The Provost office will assess the program and course proposals and developments to determine (based on CHE requirements) if they fall into one of the three categories: 1. a Notification of Change, 2. a Program Modification or 3. a New Program Proposal. Baseline = for the 2017-2018 year the catalog revisions with all new programs and course developments was completed on May 23, 2018 Benchmark = for the 2018-2019 year the catalog revisions with all new programs and course developments was completed on May 9, 2019 Target = May 15 of each year</p>	<p>During academic year, attended all scheduled meetings of Academic Affairs Committee meetings 4 per semester 8 total; Graduate Council meetings 4 per semester 8 total; Faculty Senate meetings 3 per semester 6 total; and General Faculty meetings 2 per semester 4 total to oversee new program or new course development and proposals. Note: during past academic year 151 curriculum and catalog changes were approved via Faculty Governance. The newest edition of FMU Catalog completed via input from Provost office staff was submitted on May 9, 2019.</p>	<p>Continue to attend all committees and meetings that pertain to program/course development and proposals. Continue to collect data on programs and course development for CHE usage. Provost office staff will continue to work to incorporate all new changes into the newest editions of the FMU catalog. The Target deadline for completion of the newest catalog edition will be May 15 of each year. Better communication between the provost office and the communications office and all the various academic departments and other offices will be implemented in the future so as to keep to that deadline and/or provide for an earlier date of completion.</p>
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<p>7. The Provost and Associate Provost bring forth academic changes and proposals to the SC Commission on Higher Education (CHE) as warranted by program development and other initiatives. As such, The Provost and his associate attend CHE meetings to secure passage of our proposals in a timely manner.</p>	<p>Completion and submission to CHE all Notification of Change, Program Modification or New Program Proposal forms as required each year for any program initiatives and developments. Also in the case of discontinuing a program, a notice of Termination needs to be submitted to CHE. Approval by June 1 by CHE of all submissions represented by the successful passage of all proposals by the various committees at CHE up to and including the full commission.</p>	<p>Develop, research, write and submit New Course/Program proposals, Course/Program Modification proposals and Notifications of change to CHE as required each year for any program initiatives and developments. Attend all necessary Committee meetings at CHE such as ACAP, CAAL and Full Commission meetings. Follow-up with CHE Staff to make sure proposals, modifications, and notifications have been received and approved. Conference call with CHE staff to provide data-sets, information, budgetary items, etc. to support our proposals. Baseline = For the 2017-2018 year all CHE related proposals were approved by June 14, 2018. This included 4 Program Modifications, 3 New Program Proposals, 4 Notification of Change and 1 Program Termination Notification Benchmark = For the 2018-2019 year all CHE related proposals were completely approved on May 22, 2019. This included: 4 Program Modifications, 5 New Program Proposals, and 5 Notification of Change. Target = June 1 of each year</p>	<p>During 2018-2019 year, attended all scheduled meetings of ACAP, CAAL and Full CHE Commission to oversee proposals. 4 ACAP meetings 4 CAAL meetings and 4 full CHE meetings Answered in writing and in person at the various meetings questions or concerns of the CHE staff and commissioners. For the 2018-2019 year the total submissions were: Program Modifications = 4, New Program Proposals = 5, and Notification of Change = 5. These were all duly approved during the course of the academic year, with the final notification from CHE coming for the last proposal on 22 May, 2019.</p>	<p>Continue to submit notifications and new proposals to CHE as warranted with program development and other initiatives. Continue to follow-up with CHE staff and CHE committee meetings to support such initiatives as necessary. Continue to track all programmatic developments on campus to see if they require CHE submissions as: 1. a Notification of Change, 2. a Program Modification or 3. a New Program Proposal. Continue to have the Target of June 1 of each year for final approval by CHE of any proposals submitted during the previous academic year.</p>
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<p>8. Set university priorities for budgeting, resource allocation in support of the academic mission of the University. This would include oversight of departmental budgets, setting target salaries for new hires of faculty and staff to support the academic mission. Setting and overseeing Professional development funding, Setting target goals for REAL and PEAK grant funding.</p>	<p>As Chief Academic Officer, the Provost will work closely with the Office of Business Affairs and University Development to ensure that the university has adequate resources to meet its academic goals. As such, he/she will be involved in key decisions related to tuition, enrollment, research funding, and other revenue streams to support strategic growth in areas that have been identified as institutional priorities, being mindful of funding and appropriations levels and any potential deficits. To provide transparency on these items the Provost office completes and submits annually in a timely manner the Accountability Report for the university.</p>	<p>Continually monitor budget lines and accounts for surpluses and deficient. If needed, request budgetary line transfers within the year. Access departmental and program spending to keep in line with set budgets. Present with the University President annual budget/appropriations requests to the State legislature various committees. Submit annual agency accountability report to SC State Administration Office by September 13 each year. Baseline = for the 2016-2017 FY Accountability Report submitted 9 September, 2017. Benchmark = for the 2017-2018 FY Accountability Report submitted 10 September, 2018. Target = September 13 of each year</p>	<p>Set budgets zeroed out as of June 30, 2019. Surpluses and deficient recorded and used for budgetary guidelines for 2019-2020. For 2017-2018 FY year, the Accountability report was submitted on September 10, 2018 in advance of the State deadline. The 2018-2019 FY Accountability Report is due by September 13, 2019.</p>	<p>Current policies and procedures as to budgets and resource allocation to support the academic mission of FMU proven to be successful and adequate. However, with additional program development new considerations will have to be examined and planned for accordingly. Adherence to the State deadline of Sept. 13 annually for the Accountability report will continue with a Target of completion and submission by 13 September each year or earlier. Better coordination and communication between offices and attendance at all applicable training offered by the Administration Office in Columbia for each FY report will be utilized.</p>
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<p>9. As chief academic officer, the Provost is charged with the task to recruit, retain, and develop an increasingly distinguished faculty. Francis Marion University has an excellent faculty dedicated to teaching, research, service, and the mission of the university and we seek to continue this with all new hires for new programs and degree offerings.</p>	<p>As we face faculty retirements, new program needs, and other faculty requirements, the Provost along with the Associate Provost, Deans, and Department Chairs have to develop plans for faculty recruitment and development to recruit, orientate, and secure excellent faculty for the University and to assure of their professional development leading towards tenure and promotion. To hire, train, promote, and retain an excellent faculty professional development is offered, orientations are offered, a third year review is used to assist in Faculty preparation for coming up for Tenure and Promotion. Additionally, annual faculty evaluations are submitted by their Deans and/or Chairs to track and offer suggestions for improvement.</p>	<p>Monitor current faculty evaluations and assessment processes. Sign off as principle reviewer of all faculty evaluations submitted by Deans and Chairs. Evaluate the Deans and Chairs. Work with H.R. to write, post and monitor current faculty positions. Interview candidates, negotiate, and issue contracts. Provide for faculty development through support of Professional development funds and processes. Provide for additional training sessions, new faculty orientations, etc. A Third year review is used to assist in Faculty preparation for coming up for Tenure and Promotion (usually at the 6th year) Annual faculty evaluations by their Deans and/or Chairs is employed to track and offer suggestions for improvement. In addition, all faculty are evaluated in-class or on-line for on-line courses with an evaluation form. Student comments are submitted on comment cards. After the evaluation is complete the comment cards and the faculty member's numerical score on the various questions are provided to he/she for means of reflection and future improvement. Baseline = for the 2017-2018 year all evaluations completed and signed off by the Provost on June 23, 2018 Benchmark = for the 2018-2019 year all evaluations completed and signed off by the Provost on June 27, 2019 Target = June 30 of each year.</p>	<p>For the 2018-2019 period, 297 faculty evaluations reviewed and all evaluations of Deans and Chairs written and submitted by the Provost on June 27, 2019. Continued use of current practices as regards evaluations. Oversaw the faculty search process. For the 2018-2019 period 32 searches undertaken as of June 12, 2019 only 3 unfilled positions left. 2018-2019 academic year saw the discussion and development of an wholly on-line student evaluation of our faculty to be implemented by 2020. Faculty governance leaders along with administration have been working on this new initiative.</p>	<p>Continue with the current Faculty evaluation processes and procedures will be used for 2019-2020 with an goal to pass through faculty governance acceptance in this year acceptance of the new wholly on-line student evaluation of our faculty. We will continue with the current processes and procedures for future faculty postings and new hires. We will work to recruit and hire more diverse faculty members in the future. We will develop and utilize in the coming year the "Handshake" platform to post positions and assist in hires on campus. We will explore new avenues to reach potential faculty better, such as postings within discipline-specific journals, etc. We will utilize better communications between offices and departments to ensure that the evaluation process if finalize and completed by June 30 of each year.</p>
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<p>10. Associate Provost within the Office of the Provost serves as chief academic disciplinarian to oversee all cases of academic dishonesty at the undergraduate and graduate level. As such, the associate provost seeks to assist students by educating them on their rights to due process when charged with academic dishonesty as well as solicit for faculty volunteers to serve on the Honor Councils, provide the Council with the case files, organize the hearings, communicate the findings with all the principle parties involved, and thoroughly document each case as well as keep a complete file of all charges of Academic Dishonesty brought forth and their dispositions. That record is to be fully updated and completed by June 30 of each year.</p>	<p>All students brought up for charges of academic dishonesty will know of their rights to due process and will be allowed to meet with the associate provost and assisted in the process to appeal to an Honor Council hearing if such an appeal is requested by the student. The associate provost will show no partiality in these cases and will endeavor to assemble 3 faculty members and 1 alternate faculty member for an Honor council within a month of the appeal request. The Council will receive from the provost office a full, and complete case file electronically. The Associate provost will chair the Council as a non-voting member and instruct the council, faculty member, and student of the procedures to be followed during the Honor Council. Furthermore, each student and the professor who brought the charge will be notified of the results. Academic sanctions will be applied if the case is upheld. Complete documentation of the case file will be undertaken and the files will be stored within the provost office and case data will be recorded on the data spreadsheet. A complete file of all charges of Academic Dishonesty brought forth each FY and their dispositions is to be fully updated and completed by June 30 of each year.</p>	<p>During FY year 2018-2019 we had the following cases: For Summer II 2018 we had 1 case. For Fall 2018, we had 23 cases, 2 appealed to an Honor Council, with the charge upheld in both cases. For Spring 2019, we had 25 cases, 2 appealed to an Honor Council, with the charges upheld. Baseline = For the 2017-2018 FY year all Academic Dishonesty cases and their dispositions were documented and the case book completed on June 28, 2018. Benchmark = For the 2018-2019 FY year all Academic Dishonesty cases and their dispositions were documented and the case book completed on June 10, 2019 Target = June 30 of each year</p>	<p>During the FY year 2018-2019 there were 49 cases of academic dishonesty brought to the Provost office (1 in SU II, 23 in fall 2018, and 25 in spring 2019. Of all those cases, 4 appealed to an Honors Council. In all 4 cases the Charges were upheld. Two students were found guilty of a 2nd offense violation and they were suspended for 1 semester.</p>	<p>To reduce academic dishonesty cases and warn students of the consequences, the associate provost gave in 2018-2019 4 talks to students groups, ex. 1 to Student athletes and 3 invited talks to UL 100 classes. Similar talks will be conducted for the 2019-2020 year, with the lecture to FMU student athletes already scheduled. Better communication with those professors teaching UL 100 will be developed to offer the associate provost's service to speak to their individual classes about academic dishonesty, the processes and penalties that we have at FMU. Additionally those professors, indeed all professors will be tasked to stress and communicate to their students of the penalties for academic dishonesty in their printed syllabi and via other means. The current processes and procedures to protect the students' rights to due process and appeal to an honor council will continue. The current practices of recording the Honor Councils and keeping the log book of the academic dishonesty cases and their dispositions will be continued with</p>
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<p>11. The Associate Provost chairs the faculty accreditation committee. The provost office will oversee the accreditation processes by all the academic programs on campus. The provost office will work closely with the deans and chairs of the various programs to bring their programs into compliance and full accreditation status. The provost office will keep an accurate record of the accreditation cycles and status of all academic programs that have an outside accreditation body. Those outside agencies include: SACSCOC, ABET, AACSB, ARC-PA, NAST, CAA of ASHA, ACEN, ACS, CAEP, MPCAC, NASP, CCNE, and NASAD. The document "Accreditation cycles and status" will be compiled annually and completed by June 30 each year.</p>	<p>To gain full accreditation for our various academic programs, new and existing. To have a successful site visit and to receive statements of compliance and accreditation by the various accreditation bodies. To move beyond probationary accreditation status and receive full accreditation status by some of the accreditation bodies. To keep an accurate record of the accreditation cycles and status of all academic programs that have an outside accreditation body. Please find the latest (May 29, 2019) update of The document "Accreditation cycles and status" as an attachment to this report.</p>	<p>Written compliance reports, narratives and responses to support certain standards, practices, and procedures are submitted to the various outside accrediting bodies. Direct conference calls and other communication with the out-side accrediting body is employed when needed. Conference meetings with faculty and staff teams are employed. Outside consultants are hired and retained to assist with compliance reports, self-studies, and response narratives as needed. Meetings with site visit teams on campus are arranged. The associate provost chairs the faculty accreditation committee. That committee meets 2 times a year to receive updates on the accreditation cycle data and to review and approve REAL grant proposals. The document "Accreditation cycles and status" will be compiled annually and completed by June 30 each year. Baseline = For the 2017-2018 FY year The document "Accreditation cycles and status" update was completed on April 27, 2018. Benchmark = For the 2018-2019 FY year The document "Accreditation cycles and status" update was completed on May 29, 2019. Target = June 30 of each year.</p>	<p>Successful site visits by all accreditation bodies, with very limited responses required. For FY 2018-2019 we have had 3 on campus site visits by various outside accrediting bodies. We have been engaged in composing written narratives and self studies for the PA and SLP programs. Working to comply with all standards in a timely manner and meet the imposed deadlines of June 30 for PA program's self study report for ARC-PA and August 1 for our SLP program's CAA/ASHA candidacy progress report. For 2018-2019 the accreditation committee met 2 times to discuss the accreditation cycles and status of all programs. Additionally for 2018-2019 the associate provost presented the accreditation status at the fall forum hosted by our FMU chapter of AAUP. For the 2018-2019 FY year The document "Accreditation cycles and status" update was completed on May 29, 2019.</p>	<p>Continue with the established policies and procedures that address the various standards to remain in full compliance with all the various accrediting bodies. Compile and update in the Accreditation committee the cycles and status of all programs within the University that undergo periodic accreditation review by various outside accrediting bodies. For the 2018-2019 FY year Complete and file the document "Accreditation cycles and status" by the Target deadline of June 30 each year. To do this, have better communications between programs, departments, Deans and Chairs with the Associate Provost and the accreditation committee. Work to hold the accreditation committee meetings well in advance of the submission deadline. Prepare for those reviews and upcoming site-visits. Meet all required deadlines and submissions for self-study reports progress reports and the like. Prepare for a possible change over in 2019 from ACEN to CCNE for our Nursing programs. This would</p>
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