

Subject Thank you for Joining the SACS Team (Program Content 2.7.2)

From <theck@edison.edu>

Date Monday, January 9, 2012 5:14 pm

To Dennis DiSarro <ddisarro@edison.edu>, Joyce Ellen Rollins <jrollins@edison.edu>, Christine Duda <cduda@edison.edu>, Nancy E Costello <ncostello@edison.edu>, Brian Page <bpage1@edison.edu>, Rodney Dennison <rdennison@edison.edu>, Karen J Molumby <kmolumby@edison.edu>,

Hello Team!

First, I want to thank all of you for volunteering to contribute to this important cause, and for joining my team. Scott VanSelow will not be able to co-chair, so I will be your primary contact. All of my contact information is listed at the bottom of this email.

On to business, we are in charge of core requirement 2.7.2 Program Content. This core requirement states the following:

2.7.2 The institution offers degree programs that embody a coherent course of study that is compatible with its stated mission and is based upon fields of study appropriate to higher education. **(Program Content)**

I have attached the Report of the Reaffirmation Committee. Please read this document to become familiar with the concerns of the accrediting team for our particular core requirement. The document ends with the recommendation that we will be working on. The recommendation states the following:

Recommendation 2: The Committee recommends the institution demonstrate that all degree programs embody a coherent course of study as appropriate to the designated field.

I will be attending a SACS Leadership meeting every Thursday, which means I will need to be in contact with you in between meetings so I can report the progress of our team. I would like for our team to meet in person sometime between Monday and Wednesday next week. I am available Mon. between 12-3pm, Tues. after 12:15pm, and Wed. after 12pm. Please let me know as soon as possible what days/times you can meet, and I will pick a day/time that appears to work best.

Our first task is to brainstorm ideas of how we need to go about filling in the gap between the stated core requirement and the recommendation. At the very least, we need to be thinking about how to get started. Here are some things I came up with:

- Pull up mission statement
- Identify the programs we offer, and the details of each program
- Determine who is in charge of each program (contacts)
- Speak with key contacts for each program

Please give this some thought, and we will discuss your ideas when we meet next week. As you know, we are on a very tight schedule, and need to be as diligent as possible. Thank you again for being a part of this team, and I am looking forward to meeting all of you next week and working with you on this project.

Sincerely,

Terri

Terri L. Heck
Professor of Psychology
Edison State College
239-489-9452 (Ext. 1452)
theck@edison.edu

Subject RE: Program Content Template
From Michelle Fanslau <mfanslau@edison.edu>
Date Tuesday, January 17, 2012 4:00 pm
To theck@edison.edu
Cc Erin Harrel <eharrel@edison.edu>

Hi Terri,

It is attached now and I will upload it to the Canvas site. I apologize for the delay.

Michelle

-----Original Message-----

From: theck@edison.edu [mailto:theck@edison.edu]
Sent: Tuesday, January 17, 2012 3:50 PM
To: Michelle Fanslau
Subject: Re: RE: RE: Program Content Template

I'll wait to hear back. Will send out the updated checklist tomorrow.

----- Original Message -----

From: Michelle Fanslau <mfanslau@edison.edu>
Date: Tuesday, January 17, 2012 3:48 pm
Subject: RE: RE: Program Content Template
To: theck@edison.edu

> Hold on, do not send it out...a few last minute changes.

>

> -----Original Message-----

> From: theck@edison.edu [mailto:theck@edison.edu]
> Sent: Tuesday, January 17, 2012 3:34 PM
> To: Michelle Fanslau
> Subject: Re: RE: Program Content Template

>

> No problem, Michelle. I completely understand. I'll forward the
> checklist to me team ASAP!

>

> Terri

>

> ----- Original Message -----

> From: Michelle Fanslau <mfanslau@edison.edu>
> Date: Tuesday, January 17, 2012 3:26 pm
> Subject: RE: Program Content Template
> To: theck@edison.edu
> Cc: Erin Harrel <eharrel@edison.edu>

>

>> Dear Terri,

>>

>> Please see the attached. I am so sorry that I did not make it to
> your meeting today. I was unable to get away from the office.

>>

>> Michelle

> >
> > -----Original Message-----
> > From: theck@edison.edu [mailto:theck@edison.edu]
> > Sent: Tuesday, January 17, 2012 2:51 PM
> > To: Michelle Fanslau
> > Subject: Program Content Template
> >
> > Hi Michelle,
> >
> > It was nice talking with you this morning! If you would, please
> > send me
> > the Program Content template that Erin would like my team to use
> > as
> > they collect information
> > about the programs. I'll email it to my team as soon as I get it
> > from> you.
> >
> > Thanks!
> > Terri
> >
> > Terri L. Heck
> > Professor of Psychology
> > Edison State College
> > Ext. 1452
> > theck@edison.edu
> >
> >
> > Please note: Due to Florida's broad open records law, most written
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> > communication to or from College employees is public record,
> > available>
> > to the public and the media upon request. Therefore, this e-mail
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> > communication may be subject to public disclosure.
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> > You are the Key to Information Security:
> > <http://www.edison.edu/technology/security/>
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communication may be subject to public disclosure.

You are the Key to Information Security: <http://www.edison.edu/technology/security/>

Subject SACS Team 2.7.2: Here's what you need to get started

From theck@edison.edu

Date Wednesday, January 18, 2012 1:33 pm

To theck@edison.edu, Joycellen Rollins <jrollins@edison.edu>, Christine Duda <cduda@edison.edu>, Nancy Costello <ncostello@edison.edu>, Brian Page <bpage1@edison.edu>, Rodney Dennison <rdennison@edison.edu>, Karen Molumby <kmolumby@edison.edu>, ahwilson2@edison.edu, mward7@edison.edu

Hi Team 2.7.2!

It was a pleasure meeting all of you yesterday. I met with Erin after our meeting and got your burning questions answered. I also received from her the template you requested for collecting data from your contacts.

1. *Which catalog year should your contacts review?* **Your contacts need to review the current 2011/2012 catalog.**
2. *For programs that offer brochures and Splashbook should those be included in the review?* **Yes, those need to be included in the updates for programs that use them.**
3. *Is there a template that can be used so that we are all requesting and collecting the same information?* **Yes, the file is attached to this email (2.7.2 Program Content Checklist). You will see that there is a place for your contact (or you) to enter in the specific program name, which is followed by the checklist. As we discussed, the Academic Advising Sheet, Catalog Program Page, and Banner Audit need to be reviewed for every program we offer.**

If the program is acceptable in all three areas, the program reviewer will check that box. If the program is not acceptable in any one or more of the three areas, the program reviewer will check that box, and will need to *provide documentation* that outlines the changes that need to be made. Lastly, the person conducting the review will have to sign his/her name as well as the department chair, associate dean, and academic dean.

The documentation of changes that need to be made (if any), along with the Program Content Checklist with all of its signatures will need to be returned to YOU on or before Wednesday, February 15, 2012. You will then need to get all of those documents uploaded into the Canvas course created for 2.7.2. (You might want to give your contacts until the 13th so you can get the docs uploaded by the 15th)

4. *How do we get the files into Canvas?* You might want to request that your contacts send you the files electronically (they may have to scan the Checklist since signatures are required). They can provide you with a printed hard copy; however, that creates more work for you as you'll need to scan it so you can upload it in Canvas.

Please follow this protocol when uploading files into Canvas:

- a. Log in to Canvas (use the link provided in the email sent to you from Robert "Dobin" Anderson, use your Portal username and password).
- b. Click "People" and then click on your name
- c. Click "Files"
- d. Click "Add Folder" (create a folder for EACH individual program)
- e. Click on the folder once it is created, and then on "Add Files" to upload the *program checklist* and *supporting documentation* for that program

Okay! I believe you have everything you need to get started. If you have any questions please let me know (theck@edison.edu; Ext. 1452).

As for the common email that you plan to send out to your department contacts, you can use the Program Content Checklist as a guide of what you'd like to say in that email.

Best,
Terri

p.s. I have also attached the Program Sign-Up Sheet that you passed around at yesterdays meeting...just in case you forgot which programs you selected!

Subject Committee work
From Nancy Costello <ncostello@edison.edu>
Date Monday, January 23, 2012 4:28 pm
To theck@edison.edu

Hi Terri,

I have some good news and some bad news. The good news is that I will collect the info from the two programs I signed up for; radiology and cardiovascular. I will then have to interoffice them to you and not take on anymore assignments.

The bad news is that this is about all I will be able to do. I have to make an emergency visit to my parents in Massachusetts. I will leave this Friday and return February 2nd.

We have had an adjunct instructor quit last week. I will be taking over some of her duties in addition to my own. In a typical week I spend 3 days a week in the hospitals and only two days a week on campus. I have yet to even sign on to canvas.

In addition to my emergency time off, taking on more instruction and being on campus two days a week, I will be returning to school (at night) February 23rd.

When I include my house, single parenthood, blah, blah, blah... I find I am in over my head and need to take some things off my plate. I do hope that the collection of this data was our groups' primary goal. I will be able to fulfill that responsibility but cannot continue to sit on the committee for future meetings and assignments.

It is unlike me to not see a commitment to its completion. I can't remember the last time I have had to resign from a responsibility. I am sincerely sorry and hope this does not leave you in a bind. If need be I will see if I can find a replacement for me on the committee.

Regards,

Nancy Costello

ext. 1818

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Subject Update from 2.7.2 Team Members

From theck@edison.edu

Date Tuesday, January 24, 2012 1:16 pm

To ddisarro@edison.edu, jrollins@edison.edu, cduda@edison.edu, ncostello@edison.edu, bpage1@edison.edu, rdennison@edison.edu, kmolumby@edison.edu, ahwilson2@edison.edu, mward7@edison.edu

Cc theck@edison.edu

Hi Team 2.7.2,

If you would, please provide me with a brief update on your progress. You can just send me an email (theck@edison.edu). I will meet with the Leadership Team this Thursday, and share with them where we are in the process.

Once the documents are collected and stored in our Canvas course, I believe our only other task is to construct a brief response to SACS about our progress toward meeting the recommendation. I will clarify our task with Dr. Harrel, and get back with you closer to the rough draft deadline.

Lastly, if any of your contacts aren't sure where to obtain the data for the Banner Audit, please inform them that they can contact either Monique Ward (mward7@edison.edu) or Judi Grasso (jgrasso@edison.edu).

Thanks again for your contribution to the team!

Sincerely,
Terri

Subject Team 2.7.2: Important Information
From theck@edison.edu
Date Friday, January 27, 2012 1:55 pm
To ddisarro@edison.edu, jrollins@edison.edu, cduda@edison.edu, ncostello@edison.edu, bpage1@edison.edu, rdennison@edison.edu, kmolumby@edison.edu, ahwilson2@edison.edu, mward7@edison.edu
Cc theck@edison.edu

Hi Team 2.7.2,

I need to give you information, feedback, and direction from the SACS leadership meeting I attended yesterday.

(1). **Catalog Page Locations:** A question was raised by one of our members about the Catalog Program Page being located in two places, and in some cases, the pages contain different information. Please relay to your contacts that they will need to make sure the catalog is the same in both of the following places: Main Catalog Program Page, AND the catalog page that can be found when students click on Programs of Study.

(2). **Programs undergoing changes via curriculum committee:** Please have your contacts simply attach documentation of the changes that will be proposed (they do not have to wait until they attend the curriculum meeting and receive approval). They can write up a brief summary outlining the proposed changes, and attach a copy of the proposal. For example, in their summary they might say: "The following program(s) will be going to the curriculum committee, and will affect the final product. Specifically, course "X" will be changed from 3 credits to 4 credits, and will need to be updated in all areas pending curriculum committee approval."

(3). **The Program Content Checklist:** Please have your contacts type up coherent summaries to document what changes need to be made, and submit to you the summary and any other documentation along with the Program Content Checklist (with all signatures on it). *[Handwritten comments are sometimes illegible, and will create more work because we will have to sift through page by page reading comments to figure out what changes we need to report].*

(4). **Banner Audit:** Monique Ward, who is an integral member of our team, has provided us with all of the CAPP Banner Audit files that she has been working on updating for quite some time now. Dr. Harrel asked that I pass this information along to you, and you **pass it along to your contacts** so they can see the updates that have been made. **I've attached the file to this email so you can forward it along to your contacts.**

(5). **Canvas:** If you have any questions about how to upload the documents you collect into our Canvas page please feel free to contact me, or you can contact Robert "Dobin" Anderson, Edison Online (randerson2@edison.edu).

Again, I thank you so very much for your effort on this project. We are charged with perhaps one of the most important SACS recommendations, and your contribution is of immeasurable importance.

Let me know if you need anything or have any questions.

Sincerely,
Terri

Terri L. Heck
Professor of Psychology
Edison State College
Ext. 1452
theck@edison.edu

Subject Requesting an Update
From theck@edison.edu
Date Tuesday, February 7, 2012 1:14 pm
To ddisarro@edison.edu, jrollins@edison.edu, cduda@edison.edu, ncostello@edison.edu, bpage1@edison.edu, rdennison@edison.edu, kmolumby@edison.edu, ahwilson2@edison.edu, mward7@edison.edu
Cc theck@edison.edu

Hi Team 2.7.2,

I checked our Canvas site and saw that many files have been uploaded! Thank you. If you would, please send me a brief email letting me know where you are in the process of collecting and uploading data. The deadline is approaching fast. There are a few of you who I have not heard from since we met in person, please let me know how things are going.

I should have more information for you about what we need to do with the documentation that you've collected after the leadership meeting on Thursday.

Hope all is well,
Terri

Terri L. Heck
Professor of Psychology
Edison State College
ext. 1452
theck@edison.edu

Subject Hold off on uploading docs!
From theck@edison.edu
Date Wednesday, February 15, 2012 6:54 pm
To ddisarro@edison.edu, jrollins@edison.edu, cduda@edison.edu, ncostello@edison.edu, bpage1@edison.edu, rdennison@edison.edu, kmolumby@edison.edu, ahwilson2@edison.edu, mward7@edison.edu
Cc theck@edison.edu, randerson2@edison.edu

Hi Team,

For those of you having issues uploading documentation, please hold off on uploading anything until Dobin has had the opportunity to switch our 2.7.2 page to a separate course that doesn't have any limits. It appears that we have ran out of space in our course, and that is why some of you can't upload your remaining files. Once he has switched our course over I will send out an email, and you can then submit the rest of your documentation. This should be sometime tomorrow.

Thanks,
Terri

Subject Update
From <theck@edison.edu>
Date Friday, February 17, 2012 1:15 pm
To Erin Elizabeth Harrel <eharrel@edison.edu>,

Hi Erin,

Just wanted to give you an update on 2.7.2. Just about everyone has submitted documentation to their folders.

I'm still waiting for Rodney Dennison to populate the following folders: accounting applications, accounting technology, business administration & management, internet services technology, and networking services technology. The documentation for those folders should be uploaded very soon.

Ann Wilson has directed her contact, Jeff Elsberry, to send his documents directly to me. I have not received anything from him as of yet for the following programs: cardiopulmonary sciences, and respiratory care. I sent him an email, and expect to hear back from him soon.

Also, Dennis Disarro posted what I think might be a very useful summary of all of the programs he reviewed. He posted the summary in the 2.7.2 Canvas site, but I've also attached it to this email for your convenience.

Thank you for all of your guidance and leadership!

Sincerely,
Terri

Subject Documentation for SACS Response Team
From <theck@edison.edu>
Date Friday, February 17, 2012 1:06 pm
To Jeffrey Elsberry <jelsberry@edison.edu>,
Cc ahwilson2@edison.edu,

Hi Dr. Elsberry,

Ann Wilson, who is a member of the Program Content 2.7.2 SACS Response Team, indicated that you would be forwarding all documentation to me for the following program areas:

Cardiopulmonary Sciences
Respiratory Care

I just wanted to follow up to see where you are in the review process. The SACS Response Teams are on a tight deadline, and need to get the narrative written for our project by Mon. Feb. 20. The sooner you can get the docs to me the better.

I appreciate your effort on this project, and look forward to hearing from you.

Sincerely,
Terri

Terri L. Heck
Professor of Psychology
Edison State College
Ext. 1452
theck@edison.edu

Subject Rodney- Your folders for 2.7.2
From <theck@edison.edu>
Date Friday, February 17, 2012 1:00 pm
To rdennison@edison.edu,

Hi Rodney,

I just left a voicemail for you. I added to our Canvas page the following program areas that you are reviewing:

Accounting Applications
Accounting Technology
Business Administration and Management
Internet Services Technology
Networking Services Technology

Please populate them with documentation as soon as possible. Erin Harrel needs to begin writing the narrative for our group, and get the rough draft to the consultant by the 22nd of next week.

Thanks,
Terri

Subject Paralegal & Paramedic folders
From <theck@edison.edu>
Date Friday, February 17, 2012 12:50 pm
To ddisarro@edison.edu,

Hi Dennis,

Thanks for posting an organized summary of all of the programs you reviewed. I think Erin Harrel will find it very useful in preparing the narrative for Program Content 2.7.2.

I was looking through the folders in our Canvas site, and can't find the following two folders of yours:

Paralegal Studies
Paramedic

I might simply be overlooking what is right in front of me, but my concern is that the folders got "lost" when our course was rolled into one that had more space for our files. Please check to see that those folders are indeed in our 2.7.2 course, and that they contain the uploaded docs you referred to in your summary. I'll wait for your confirmation.

Thanks,
Terri

Terri L. Heck
Professor of Psychology
Edison State College
Ext. 1452
theck@edison.edu

Subject Team 2.7.2
From <theck@edison.edu>
Date Thursday, March 1, 2012 10:58 am
To ddisarro@edison.edu,jrollins@edison.edu,cduda@edison.edu,
ncostello@edison.edu,bpage1@edison.edu,rdennison@edison.edu,
kmolumby@edison.edu,ahwilson2@edison.edu,mward7@edison.edu,
Cc kzimmerm@edison.edu,

Hi Team,

A couple of things...First, I wanted you to know that your efforts on the SACS project have not gone unnoticed. Dr. Harrel was thoroughly impressed with the work that you all did, and has expressed her heartfelt appreciation.

Secondly, Kristen Zimmerman has offered to devise the narrative for our group. My question to you is do you have any information (i.e., brief summary) about the programs you adopted that might make the process of writing the narrative run more smoothly for Kristen? For example, Dennis Dissaro provided a very helpful summary of the programs he reviewed, which will be a useful tool as she begins to construct the narrative (see attachment).

I know some of you simply collected the info and uploaded it, but others of you had a more vested interest in the changes that needed to be made in the programs you selected. If you know of pertinent changes that need to be made, and can put them together in a brief summary, it would be much appreciated. Any information will be helpful. If this is something you can provide, please email your summary to Kristen and CC me. Our email addresses are as follows:

Kristen Zimmerman: kzimmerm@edison.edu
Terri Heck: theck@edison.edu