

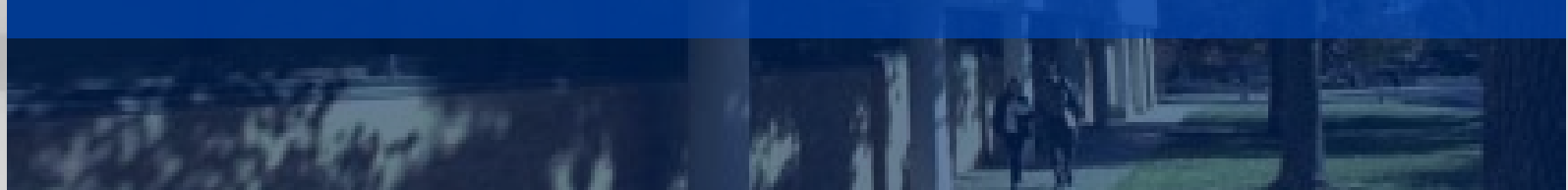
# A Streamlined Approach: Crafting the Compliance Certification Report (CCR)

---

Pam Haws, PhD  
Terri Day, PhD  
Mark Lansdon, MS



# Presentation Overview:



- ☆ Preparatory steps to writing the CCR
- ☆ Important decisions to make in advance
- ☆ Written portion of the CCR
- ☆ Technological issues to consider
- ☆ Tips
- ☆ Contact information



# Preparatory Steps to Writing the CCR :

- ★ Leadership Team
- ★ Subcommittees
- ★ CCR and QEP as separate processes and staff
- ★ Budget
- ★ Timeline
- ★ Timing of visits



# Important Decisions Made in Advance:

- ☆ Approach (centralized/decentralized)
- ☆ Electronic or paper submission
- ☆ Faculty Roster
  - ☆ Credentialing process
  - ☆ Credential form
  - ☆ Online credentialing interface



# Written Portion of CCR:

- ★ Holistic/minimalistic
- ★ Institutional models
- ★ Subcommittee assignment of standards
- ★ Examples of responses received/ submitted standards
- ★ Where to find missing information:
  - ★ State Education Code
  - ★ State Government Code
  - ★ Institution's Handbook of Operating Procedures
  - ★ Institution's Governing Body Rules and Regulations
  - ★ Meeting Minutes (Faculty Senate, Undergraduate and Graduate Assembly)
  - ★ Undergraduate and Graduate Catalogs
  - ★ Office Websites



# 10-Step Process:

- ★ 1<sup>st</sup> draft
- ★ 2<sup>nd</sup> draft
- ★ Reference check
- ★ Consultant
- ★ 3<sup>rd</sup> draft
- ★ Editor
- ★ 4<sup>th</sup> draft
- ★ Provost/president review
- ★ Final draft
- ★ Final



# Spreadsheet Example:

Microsoft Excel - Compliance Reports Accounted For

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U

153

	A	B	C	D	E	F	G	H	I	J	
1	Principle	1st Draft	2nd Draft	Reference	Consultant	3rd Draft	Editor	4th Draft	Provost Review	Final Draft	Final
2	<b>CORE REQUIREMENTS</b>										
3	2.1	√	√	√	√	√	√	√	√	√	√
4	2.2	√	√	√	√	√	√	√	√	√	√
5	2.3	√	√	√	√	√	√	√	√	√	√
6	2.4	√	√	√	√	√	√	√	√	√	√
7	2.5	√	√	√	√	√	√	√	√	√	√
8	2.6	√	√	√	√	√	√	√	√	√	√
9	2.7.1	√	√	√	√	N/A	√	√	√	√	√
10	2.7.2	√	√	√	√	√	√	√	√	√	√
11	2.7.3	√	√	√	√	√	√	√	√	√	√
12	2.7.4	√	√	√	√	N/A	√	√	√	√	√
13	2.8	√	√	√	√	√	√	√	√	√	√
14	2.9	√	√	√	√	√	√	√	√	√	√
15	2.10	√	√	√	√	√	√	√	√	√	√
16	2.11	√	√	√	√	√	√	√	√	√	√
17	<b>COMPREHENSIVE STANDARDS</b>										
18	3.1.1	√	√	√	√	N/A	√	√	√	√	√
19	3.2.1	√	√	√	√	√	√	√	√	√	√
20	3.2.2	√	√	√	√	√	√	√	√	√	√
21	3.2.3	√	√	√	√	√	√	√	√	√	√
22	3.2.4	√	√	√	√	√	√	√	√	√	√
23	3.2.5	√	√	√	√	√	√	√	√	√	√
24	3.2.6	√	√	√	√	N/A	√	√	√	√	√
25	3.2.7	√	√	√	√	√	√	√	√	√	√
26	3.2.8	√	√	√	√	√	√	√	√	√	√
27	3.2.9	√	√	√	√	√	√	√	√	√	√
28	3.2.10	√	√	√	√	√	√	√	√	√	√
29	3.2.11	√	√	√	√	√	√	√	√	√	√
30	3.2.12	√	√	√	√	N/A	√	√	√	√	√
31	3.2.13	√	√	√	√	√	√	√	√	√	√
32	3.2.14	√	√	√	√	N/A	√	√	√	√	√
33	3.3.1	√	√	√	√	√	√	√	√	√	√
34	3.4.1	√	√	√	√	√	√	√	√	√	√
35	3.4.2	√	√	√	√	√	√	√	√	√	√
36	3.4.3	√	√	√	√	N/A	√	√	√	√	√
37	3.4.4	√	√	√	√	√	√	√	√	√	√
38	3.4.5	√	√	√	√	√	√	√	√	√	√

Ready NUM

start I... C... 2 I... 2 E... M... M... Search Desktop 3:00 PM



# Technological Issues to Consider:

- ★ Website development:

- ★ Website: <http://sacs.uta.edu>

- ★ Compliance Certification Report

- ★ Document Library

- ★ Harvest versus linked references

- ★ University Profile System:

- ★ Faculty roster, uniform presentation of basic administrative and academic department information

- ★ Document Library: One document in several places in varying order



# Tips:

- ★ Simplicity
- ★ One voice
- ★ Centralize the information funnel
- ★ Have the CCR writer be the gatekeeper (in regards to access) of the web developer
- ★ Maximize the skills of dependable GRAs



# Contact information

☆ Pam Haws, PhD:

☆ [haws@uta.edu](mailto:haws@uta.edu)

☆ 817-272-3365

☆ Terri Day, PhD:

☆ [terri@uta.edu](mailto:terri@uta.edu)

☆ 817-272-5130

☆ Mark Lansdon, MS:

☆ [mlansdon@uta.edu](mailto:mlansdon@uta.edu)

☆ 817-272-7097

☆ SACS Website: <http://sacs.uta.edu>

☆ UT Arlington Website: <http://www.uta.edu>

This presentation will be made available on our SACS website upon return from the SACS conference.

