UWF SACS Reaffirmation of Accreditation Project

Web Site Users Guide for Compliance Certification Task Forces

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Overview of Web Site. The UWF Accreditation Web site (Figure 1) has been designed as a portal to The University of West Florida’s many accredited programs, associated accreditation organizations, and specifically the UWF SACS Reaffirmation of Accreditation Project Web site. To access the UWF SACS Reaffirmation of Accreditation Project Web site one must click on the “Enter Regional Accreditation” hot link.

UWF SACS Web Site. The UWF SACS Web site has been developed as an online work site for The University of West Florida’s Reaffirmation of Accreditation Project. The Web site was designed specifically to facilitate the university-wide effort that will be required for the successful completion of the Reaffirmation of Accreditation Project. The two principal components of the Reaffirmation of Accreditation Project include a Compliance Certification and Quality Enhancement Plan. Although this UWF SACS Web site will ultimately be used for both components, the descriptions within this manual are limited to the Compliance Certification document only.

Web Site Organization. There are two main aspects of the UWF SACS Web site that the Compliance Certification Task Forces will be working with on a regular basis: the Task Force Work Sites and the Reference Library and Related Links.
This Reaffirmation of Accreditation web site has been designed to:

a. assist the SACSOC peer review teams in their reviews of The University of West Florida Off-site Peer Review On-site Peer Review.

b. assist UWF’s SACS leadership team and Task Forces in preparing for the peer reviews.
   Leadership Team
   University-wide Steering Committee
   Compliance Certification Task Force
   Governance and Administration
   Planning and Evaluation
   General Education
   Undergraduate Programs
   Graduate Programs
   Continuing Education
   Enrollment Services
   Faculty
   Library/Learning Resources
   Student Support Services
   Resources
   Development
   Quality Enhancement Plan
   Task Force

c. assist UWF Faculty in posting SACS related Course Syllabi and Curriculum Vitae to the SACS Faculty Database.
   UWF SACS Faculty Database

d. provide information to the campus community about reaffirmation of accreditation.

Figure 2. Reaffirmation Project Home Page and List of Task Force Work Sites.

Task Force Work Site. This aspect of the Web site is where the substance of the Compliance Certification document will be generated and therefore must be structured in such a way to facilitate this process (Figure 2). Since there are 12 separate task forces, 12 separate task force worksites reside within the UWF SACS Web site, one for each task force. Each of these task force work sites is unique to the corresponding task force’s responsibilities.
Upon accessing the corresponding work site (Figure 3), each work site includes a brief description of the task force’s responsibilities as well as brief instructions related to that work site. From this point, only facilitators, coordinators and members who are assigned to the selected task force will be allowed to enter the password protected work site. A Nautical ID and PIN are required to enter the actual worksite. The password protection is important to prevent unauthorized viewing or alteration of draft versions of any documents.
Within the individual Task Force work site* (Figure 4), a list of task force members, coordinator(s) and the facilitator will be provided along with e-mail addresses, telephone numbers, and office locations. This page also includes access to an e-mail function and a list of all SACS standards that the individual task force is required to complete.

**Task Force Members:** To access Web pages corresponding to Figures 4, 5, and 6, go to the UWF SACS Reaffirmation of Accreditation Home Page, select Site Login, and enter your Nautical USERID and PIN. Then select your Task Force. You can then follow the Users Guide text using the features of your own task force’s site.
Figure 5. E-mail and Document Exchange Systems.

The **E-mail System**. The E-mail System (Figure 5) was designed to facilitate communication within a task force as well as between task forces. The system utilizes a button click method for e-mailing individual members, selected members or the entire membership of the task force. In addition to e-mailing members within the task force, it is also possible to e-mail members of other task
forces external to the task force in which a member resides. To e-mail members external to the task force, one may choose to e-mail the entire membership of an external task force, or one may choose to show membership of the external task force and e-mail select members. On select occasions it may be necessary to e-mail all individuals external to the membership within the 12 task forces, thus this option has also been included.

A feature of special interest within the E-mail System deals with sending messages to the UWF SACS Librarian. This feature is to be used to alert the Project staff whenever a document is directly cited within the narrative for a standard and the document does not already reside within the UWF SACS Reference Library. (See subsequent section on Reference Library.)

It is imperative that every document that is cited within the standard narrative reside within the UWF SACS Reference Library. Although the UWF SACS Project Management Team has already placed many documents in the Reference Library, the Team anticipates the need to add other documents identified by the task forces. To ensure timely and accurate updating of the Reference Library, we ask that the task forces use the following procedure. For each document a task force uses and does not already reside within the UWF SACS Reference Library, a message must be sent to the UWF SACS Librarian including the following: 1) the name of the document as cited in the narrative, 2) the standard for which this document was used, 3) an electronic copy of the document, and 4) if the document resides within the Internet, the most current Web address.

**Document Exchange System.** The Document Exchange System was designed to allow documents to be shared within and between task forces (Figure 5). This system can be used to share drafts of the standards-based narratives or supporting documentation to be used within the narratives with any of the task force members. This system is an extension of the E-mail System describe above. Task force members will be able to exchange files with anyone accessible via the E-mail System.
Narrative Draft Upload System. The Narrative Draft Upload System is where task force members place the drafts of the SACS standard narratives. This system is independent of the E-mail System and is only to be used with drafts of the standards-based narratives. To access this system, a task force member must click on one of the standards for which the task force is responsible. This will transfer them to the Current Draft Upload System (Figure 6). As drafts of the standard narratives are written, they will be uploaded to the Task Force Work site for review. This draft will be date and time stamped as well as tagged with the name of the task force member who uploaded it. This draft will precede in a display list all other versions of the narrative, with no drafts of the narrative being deleted.

In addition to the draft of the standard-based narrative being saved to this site, task force members with either principal or secondary responsibilities may offer comments related to the uploaded draft. These comments will be listed below the corresponding draft narrative and may either be uploaded as a file or typed within the site. These comments are to be used by the task force with principal responsibility for the standard to edit and update the narrative.
The Most Recent Draft List. The Most Recent Draft List page offers the facilitators, coordinators and members of the 12 task forces the opportunity to view the most recent drafts of all 73 SACS standards (Figure 7). As a task force utilizes the Narrative Draft Upload System to post a draft narrative, posting of that draft narrative to The Most Recent Draft List page occurs simultaneously. Therefore the most current drafts of the standard-based narratives will always be saved to this page. Thus, a quick scan of the Most Recent Draft List page will allow for a direct measure of task force progress.
The Reference Library and Related Links. The UWF SACS Reference Library and Related Links component of the Project is a collection of both electronic and hardcopy documents that will assist the task forces with their development of the narratives for each of the 73 standards (Figure 8). The Reference Library and Related Links main page is organized into three main components: 1) documents that are specific to standards, 2) a compilation of frequently used documents and 3) Web sites of institutions that have recently submitted their Compliance Certification documents.
The UWF SACS Project Management Team has compiled many documents specific to the SACS standards and has provided them for the task forces to use through the online Reference Library. This extensive database of documents can be sorted alphabetically, by **Title**, by **Standard Number**, by Report (e.g., Compliance Certification, Quality Enhancement Plan) within which the document is cited, and by **Issuing Unit**. Therefore, if task force members are working on Standard 2-4, they can search and then list all documents relevant to Standard 2-4 (Figure 9). Although the SACS Project Management Team has provided a good start, it is the responsibility of the individual task forces to include any and all additional documents that were used to create a compelling argument for compliance via the narrative. Remember, all documents that are cited throughout the narrative must be included within the UWF SACS Reference Library. Therefore, if additional documents are used, please e-mail the additional documents to the UWF SACS Librarian using the procedures detailed above in the E-mail System section of the Manual.