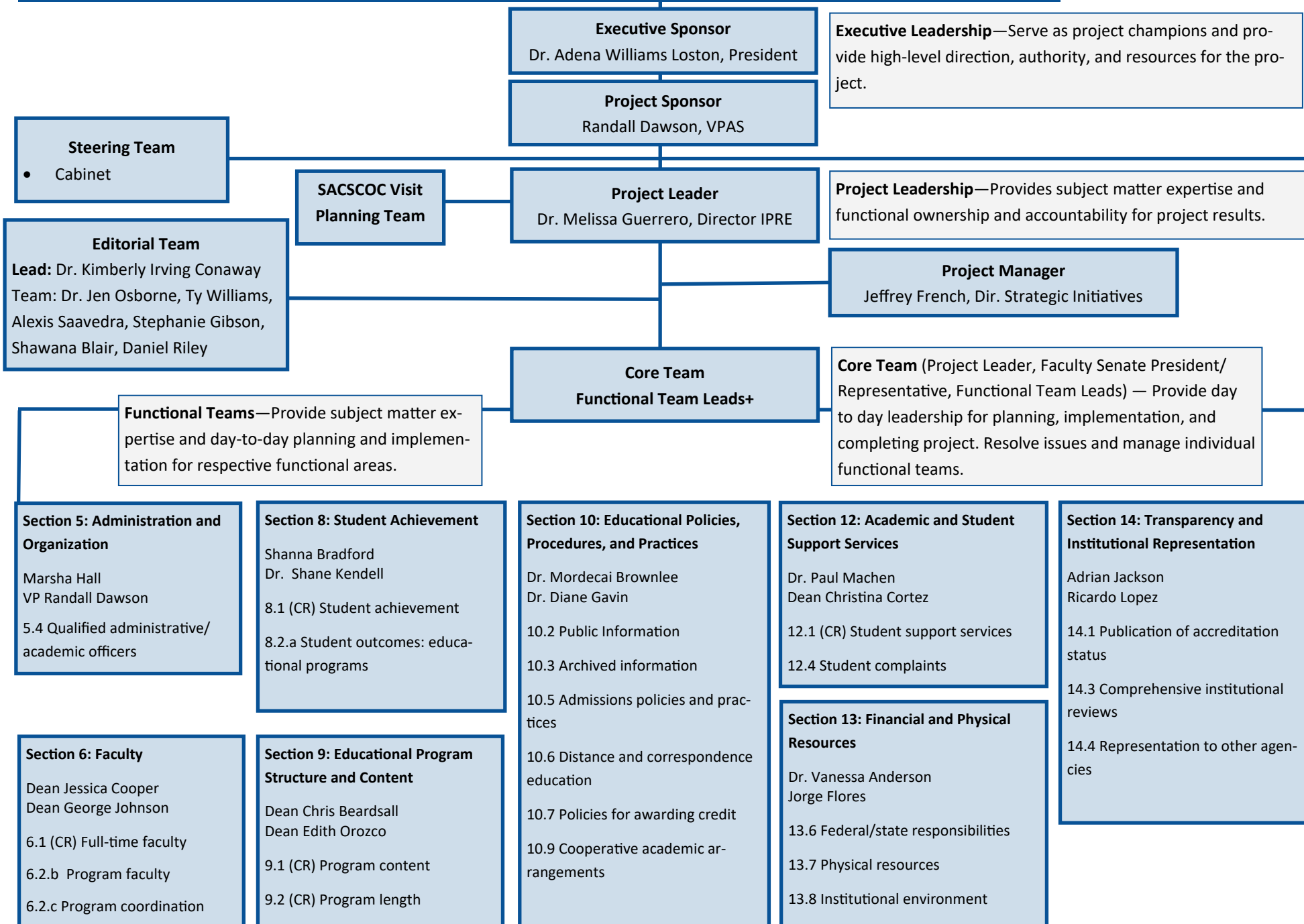


# SPC SACSCOC 5TH YEAR INTERIM REPORT



# SPC SACSCOC 5TH YEAR INTERIM FUNCTIONAL TEAMS

## Section 5: Administration and Organization

**Team Leads:**  
**Marsha Hall**  
**VP Randall Dawson**

5.4 Qualified administrative/  
academic officers

## Section 6: Faculty

**Team Leads: Dean Jessica Cooper**  
**Dean George Johnson**  
Team: Jack Nawrocik—A&S  
Cindy Katz—A&S  
Dr. Ray Chacon—AST  
Annette Duenes—HS  
Renita Mitchell—A&S  
Mary Cottier—A&S  
Mary Kunz—AST  
John Haral—AST  
Donlee Wilson—AST  
Amy Huebner—HS  
Sonia Gentry—HS

6.1 (CR) Full-time faculty  
6.2.b Program faculty  
6.2.c Program coordination

## Section 8: Student Achievement

**Team Leads: Shanna Bradford**  
**Dr. Shane Kendell**  
Team: Valerie Moke—HS  
Richard Jewell—AST  
Jenny Gray—A&S  
Beautrice Butler—SS  
Greg Gonzales—A&S  
Dr. JoAnn Martinez—A&S

8.1 (CR) Student achievement  
8.2.a Student outcomes: educational  
programs

## Section 9: Educational Program Structure and Content

**Team Leads: Dean Chris Beardsall**  
**Dean Edith Orozco**  
Team: Don Fernandez—AST  
Rick Lopez—AST  
Mary Gentry—A&S  
Frank Salinas—AST  
Raquel Farias—HS  
Sam McCall—A&S, AST  
Sunny Hernandez—A&S  
William Keller—HS

9.1 (CR) Program content  
9.2 (CR) Program length

## Section 10: Educational Policies, Procedures, and Practices

**Team Leads: Dr. Mordecai Brownlee**  
**Dr. Diane Gavin**  
Team: Diana Dimas—AS  
Becca Barnard—AS  
Dr. Karlene Fenton—A&S  
Tracy Shelton—SS  
Angela Molina—SS  
Veronica Griego—SS

10.2 Public Information  
10.3 Archived information  
10.5 Admissions policies and practices  
10.6 Distance and correspondence  
education  
10.7 Policies for awarding credit  
10.9 Cooperative academic arrange-  
ments

## Section 12: Academic and Student Support Services

**Team Leads: Dr. Paul Machen**  
**Dean Christina Cortez**  
Team: Arianna Lay—SS  
Maria Botello—SS  
Jessica Flores—A&S  
Betsy Hamilton—SS  
Jared Boggs—SS  
Peter Perez—AS  
John Martin—SS  
Sasha Wilhelm—SS  
Blanca Padilla—SS  
Tramy Tran—CS  
Belinda Esqueda—AS

12.1 (CR) Student support services  
12.4 Student complaints

## Section 13: Financial and Physical Resources

**Team Leads: Dr. Vanessa Anderson**  
**Jorge Flores**  
Team: John Orona—CS  
Felipa Lopez—CS  
Jacob Colunga—CS  
Grace Zapata—SS  
Tomeka Cross-Wilson—Pres  
Dr. Sharon Crockett-Ray—Pres  
Laura Flores—A&S  
Larry Lopez—Pres.

13.6 Federal/state responsibilities  
13.7 Physical resources  
13.8 Institutional environment

## Section 14: Transparency and Institutional Representation

**Team Leads: Adrian Jackson**  
**Ricardo Lopez**  
Team: Steven "Cijjay" Campos—Pres.  
Marivel De Leon—A&S  
Odilia Gonzales Lily—A&S  
Jerryl Lowe—AS

14.1 Publication of accreditation status  
14.3 Comprehensive institutional re-  
views  
14.4 Representation to other agencies

# REPORTING PROJECT: ROLES & RESPONSIBILITIES

<b>Executive Sponsor</b>	<p>Support communication and institutional culture change            Promote buy-in for SPC Community            Resolve policy and process issues where possible; facilitate resolution with Project Sponsor as necessary            Approve any major changes to scope, timeline, or budget</p>
<b>Project Sponsor</b>	<p>Appoint project leadership            Communicate progress and updates to President            Ensure project management team is monitoring project progress, risk, and issues            Communicate project status to SPC leadership and college community members            Provide college resources needed for project success            Ensure appropriate technical resources are assigned to project            Make decisions regarding project scope/budget, business change, or institutional culture            Review, gauge impact, advise, and provide support for business practice changes            Determine which issues and decisions must be raised to Steering Team            Define principles that shape decision making process            Facilitate Steering Team meetings</p>
<b>Steering Team            (Cabinet sans President)</b>	<p>Provides functional level leadership for SACSCOC submission materials development            Ensures appropriate assignments for functional staff to maximize project success            Makes policy change and business practice recommendations as needed            Resolve project issues presented by Core Team            Review project status per timeline to determine dependencies among functional areas and make adjustments as needed            Ensure project progress is communicated appropriately to college community and identify internal communication concerns            Lead project communication with college community            Provide assistance and support to Core Team as needed</p>

## REPORTING PROJECT: ROLES & RESPONSIBILITIES CONT.

<p><b>Project Leader</b></p>	<p>Serve as project management team member            Plan and coordinate work distribution and prioritization for functional teams in collaboration with Team Leads            Review work schedules developed by functional teams            Oversee team leads and assist with schedule execution            Monitor project status, risks, and issues            Resolve issues related to project execution            Secure functional team members' participation            Support effective communication among all levels of the project implementation team            Ensure all project members are aware of their responsibilities            Balance project scope, resources, and timelines            Ensure narrative responses and documentation submitted adequately demonstrate compliance with SACSCOC principles            Serve as primary narrative editor to ensure common voice            Maintain documentation folder(s)            Attend Steering Team meetings and co-facilitate Core Team meetings</p>
<p><b>Project Manager</b></p>	<p>Serve as member of project management team, along with the Project Leader            Establish project work plan, methodology, and tools            Monitor project pace relative to milestones            Help functional teams develop schedule compression strategies in the event that a team falls behind schedule            Obtain project task updates from all functional teams on a bi-weekly basis            Update project schedules in designated software on bi-weekly basis            Provide updated schedules and report to Project Leader on bi-weekly basis            Troubleshoot to isolate genuine negative slack and scheduling conflicts            Train team members on status tracking and updating            Work with Project Leader to design schedule compression strategies            Manage tasks in designated software            Maintain project folder            Schedule periodic reviews with teams to review dependencies, timelines, and forecast issues and risks            Attend Steering Team meetings and co-facilitate Core Team meetings</p>

## REPORTING PROJECT: ROLES & RESPONSIBILITIES CONT.

<b>Core Team</b>	<p>Manage interrelationships and dependencies among Functional Teams</p> <p>Review schedule status and monitor performance of Functional Teams</p> <p>Document, assign responsibility, and follow up to ensure all project issues are identified and resolved</p> <p>Anticipate, discuss, and make decisions regarding dependencies among Functional Teams</p> <p>Raise policy questions and business practice changes to Steering Team as needed</p> <p>Make implementation decisions needed by Functional Teams</p> <p>Develop communication plan</p>
<b>Functional Team Leads</b>	<p>Responsible for successful execution of their charge(s)</p> <p>Responsible for making decisions and ensuring necessary work is complete per deadline(s)</p> <p>Schedule, plan, and facilitate Functional Team meetings</p> <p>Communicate overall functional area project status to Core Team</p> <p>Keep Project Management and Core Team apprised of issues</p> <p>Assign project tasks to team members</p> <p>Provide leadership in interpretation and analysis decisions</p> <p>Provide accountability for narrative response(s) and evidence submission to Project Leader per deadline (s)</p> <p>Attend Core Team and Steering Team meetings as needed</p>
<b>Functional Teams</b>	<p>Responsible for active participation in decision-making and project completion</p> <p>Create and implement detailed work plans for assigned SACSCOC standard(s) addressed by 5<sup>th</sup> Year Interim Report</p> <p>Develop narrative responses and collect/develop appropriate evidence to demonstrate compliance with SACSCOC standard(s)</p> <p>Submit narrative responses and evidence, including requested updates to the Functional Team Leads per scheduled deadline(s)</p> <p>Attend Functional Team meetings</p> <p>Support Functional Team Leads and complete identified key deliverables</p>
<b>Editorial Team Lead</b>	<p>Review narrative responses and selected evidence for grammar, accuracy, tone, relevance, and consistency across standards</p>

# SPC SACSCOC 5TH YEAR INTERIM REPORT

DRAFT  
Project Timeline  
2020



Identify Functional Team Leads and collaboratively create team rosters.

Initiate Functional Team meetings to determine and communicate key action items.

Continue **Monthly** Functional Team meetings to determine and communicate key action items.

Functional Teams submit first narrative drafts by 10/30/2020.

Narrative drafts are reviewed by 12/18/2020.

# SPC SACSCOC 5TH YEAR INTERIM REPORT

**DRAFT**  
**Project Timeline**  
**2021**

