Policy Source: Combination of Gwinnett Tech and TCSG	Owner: Director, Office of Institutional Research and Effectiveness	Effective: 03/2017
Division: Student Affairs	Reviewed: 03/2017, 01/2018, 2/2019, 12/2020 Revised:	

2.3.6p GT TCSG   Accreditation Reporting Standards Procedure

Gwinnett Technical College follows the Technical College System of Georgia (TCSG) 2.3.6 – Accreditation Reporting Standards policy (https://tcsg.edu/tcsgpolicy/files/2.3.6p.pdf), which can be found in the Technical Colleges section of the State Board Policies and TCSG Procedures Manual.

Gwinnett Tech has established systemic processes to evaluate and monitor all divisions and to maintain accuracy as well as ensure continuous improvement. Among these processes are strategic planning, program review and the assessment of student learning outcomes. To ensure that the College operates with integrity in all matters, Gwinnett Tech offers the following procedures, which ensures all information submitted to SACSCOC be timely, complete, accurate and current:

1. Gwinnett Tech's SACSCOC Liaison will oversee timely submission of all reports and documentation requested by SACSCOC as well as the timely completion and submission of any changes, including substantive changes (see 2.3.5 GT TCSG Substantive Change policy).
2. To facilitate communication about submission deadlines, the Office of Institutional Research and Effectiveness (OIRE) will share – via the Gwinnett Tech website as well as SharePoint – an annual Calendar of Activities that requires all campus units' participation.
3. OIRE will facilitate multiple professional development opportunities to ensure that staff are prepared to provide quality responses in the strategic planning, program review and student learning outcomes processes (academic affairs only).
4. Vice presidents will assign and hold accountable members of their staff to facilitate the strategic planning, program review, and assessment of student learning outcomes (academic affairs only) processes. The assigned staff member will do their best to submit timely reports.
5. Campus units will build strategic planning, program review and assessment of student learning outcomes (academic affairs only) into their annual Calendar of Activities, ensuring that the data and information are timely, complete, accurate and current.
6. At the end of the strategic planning cycle, OIRE will provide feedback to units in ways that strengthen the College's capacity to document its participation in evaluation and continuous improvement. The Peer Review Committee will provide feedback as part of the program review process and the college deans will ensure quality in the assessment of student learning outcomes.