

# How to Review the SACS Reports

## REVIEW INSTRUCTIONS for the ASU SELF STUDY DRAFT REPORT

Every member of the Augusta State University community may review, comment on, and make suggestions for the ASU Self-Study report. You can access each section of the report from a menu that follows the **deadlines** and **guidelines** below (Section IV is in two parts due to the size of the report). These reports are in a **.pdf** format. You can read them on the Web or print them out. The self-study editor is still making minor editorial changes and establishing Web links to supporting evidence while the campus is reviewing the report.

In order for the Steering Committee and the editor to incorporate your comments and suggestions into the report in time for deadlines, we ask you to make your comments and suggestions according to the following guidelines and deadlines:

**DEADLINES:** Comments and suggestions for each section of the self-study report are due in the ASU SACS Self-Study Office by 4:00 P.M. on **December 15, 2000**.

**GUIDELINES:** Comments and suggestions for the **must** and **should** statements **MUST** be made according to the following guidelines:

1. Identify the response you are commenting on using the same numbering system that is used in the document; that is, by the criterion number, and then the page and line number (found in parentheses after the **must** or **should** statement). Then make your comments/suggestions and provide any possible additional evidence sources we may have overlooked.

Each report is organized by the **must** and/or **should** statements, the committee **response** to the statement, the **evidence of compliance**, and, when appropriate, a **recommendation** or **suggestion** by the committee. Here is a short example taken from the Section V report:

5.1.1 *Each institution **must** develop a purpose statement for its library and other learning resource services.* (Page 56, line 6)

### Response

Augusta State University is in compliance with this criterion.

The library and Media Services Department have a purpose statement based on the mission of the university. The library mission statement is available on-line on the library's home page.

### **Evidence of Compliance**

- A list of appropriate evidence is then provided for the response

There were no recommendations or suggestions made by the committee for this **must** statement; but if you wanted to comment or make suggestions about the response and/or evidence to this **must** statement, you would:

1. Identify the **must** statement as: **5.1.1 page 56, line 6**
2. Then make your comments and/or suggestions and provide any additional evidence documentation.

Comments and suggestions can be e-mailed to the ASU SACS Self-Study Office via [lmnichol@aug.edu](mailto:lmnichol@aug.edu) or via campus mail. The deadline for comments and suggestions is **December 15, 2000**.

The Steering Committee thanks you in advance for organizing your comments and/or suggestions according to these guidelines. The menu for sections of the report follows. The reports are in .pdf format and can be viewed on-line or you can print them out.

### **MENU FOR DRAFT SELF STUDY REPORT**

- I. Section I: Principles and Philosophy of Accreditation**  
<http://www.aug.edu/sacs/reviewsection1.pdf>
- II. Section II: Institutional Purpose**  
<http://www.aug.edu/sacs/reviewsection2.pdf>
- III. Section III: Institutional Effectiveness**  
<http://www.aug.edu/sacs/reviewsection3.pdf>
- IV. Section IV: Educational Program**
  - A. Sections 4.1 through 4.3.4**  
<http://www.aug.edu/sacs/reviewsection4a.pdf>
  - B. Sections 4.3.5 through 4.9.2**  
<http://www.aug.edu/sacs/reviewsection4b.pdf>
- V. Section V: Educational Support Services**  
<http://www.aug.edu/sacs/reviewsection5.pdf>
- VI. Section VI: Administrative Processes**  
<http://www.aug.edu/sacs/reviewsection6.pdf>