Role in TK20

- Make sure you are in the Accreditation Manager role.
- To change roles:

  Using the drop-down, select accreditation manager.
Dashboard

- Allows you to see the status of a report.
- Internal Judgment – not using
Overview Tab

- Allow the owner of the report to add committee members and due dates.

<table>
<thead>
<tr>
<th>Title</th>
<th>Last Activity</th>
<th>Faculty</th>
<th>Due Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1: Program Profile: Part 1a</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program’s Mission Statement, Description, and Brief History of the Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Overall Program Description</strong></td>
<td>--</td>
<td>0</td>
<td>Click to add dates</td>
</tr>
<tr>
<td><strong>Mission Statement</strong></td>
<td>--</td>
<td>0</td>
<td>Click to add dates</td>
</tr>
<tr>
<td><strong>Availability of Program Overview</strong></td>
<td>--</td>
<td>0</td>
<td>Click to add dates</td>
</tr>
<tr>
<td><strong>Advisory Committee</strong></td>
<td>--</td>
<td>0</td>
<td>Click to add dates</td>
</tr>
</tbody>
</table>
Assigning Committee Members

- Click on number in the faculty column for the corresponding sub-standard.
- Enter a name, select member, and hit enter.
Assigning Committee Members

- Each member can be assigned Edit and/or View/Comment privileges by selecting the appropriate checkbox.
- Then Save.
Adding Narrative & Evidence

- Rich Text Formatting:
  - Simply type into the Narrative box.
  - Can copy and paste from another document.
  - Can add images (750 x 458 pixels or smaller)

- Be sure to SAVE after entering narrative or adding evidence!
Organizing Evidence

- Evidence must be added into the Resources/Evidence Room 1st!

- 3 folders have been created to start organization
- Additional folders can be created under one of the three folders already there.
Adding/Deleting Folders for Evidence

- Click on right side of folder in which you want to add a folder and select option from the drop-down

- Here, you can title the folder.
Adding Evidence to the Resources/Evidence Room

- Evidence MUST be in PDF format
- Add to folders like creating a folder except select Add File from the drop-down
- Then, search for the file to be uploaded
Adding Evidence to Specific Sections of Report

1. Click on Add evidence.
2. Click on an existing Category (gray box).
3. Select your evidence from the Evidence Room, or add new evidence from your computer or the web. You may edit the title of your evidence by clicking on Categories cannot be added.

   ![Add Evidence](image)

   - Additional Resources
     - Add Files:
       - Select File(s)
     - Links:
       - Add a link to this category
   - Search by tag or title
   - Drag and drop files here
Evidence

- Will indicate the other standard(s) in which document is being used.
- Can tag at this point for easier search.
Once the evidence is added, you will see it listed next to the narrative.
Evidence

Note(s):

- Adding tags to your report may aid in organizing your evidence. If so, you may add them in the field labeled “Tags”.
At Greenville Technical College (GTC), new academic programs are developed to meet the demands of business and industry. Suggestions for new programs (associate degrees, diplomas, and certificates) may originate from a variety of sources such as advisory committees, business and industry, faculty, or others. Regardless, all new program proposals must go through an approval process.

Online programs and courses are linked to individual academic departments at the College and are not separate entities. For example, the Magnetic Resonance Imaging (MRI) program is an online program with a clinical component. This program is one of four (4) programs within the Medical Imaging Sciences department. The primary responsibility for curriculum development, implementation, and assessment rests with the academic program director and associated faculty of each program.

Anna Scott 07/24/2017
07:57 AM
Jan this needs work. Anna
Save: save work and return at a later time

Lock Section: save work and lock the Standard from further editing

Unlock Section: unlock the Standard for further editing

Complete: save work and lock the Standard from further editing

Cancel: exit the Standard without saving any changes

Question 2: Planning

Planning
Analysis/Evidence:
- Development and ownership of plans for online learning extend beyond the administrators directly responsible for it and the programs directly using it;
- Planning documents are explicit about any goals to increase numbers of programs provided through online learning courses and programs and/or numbers of students to be enrolled in them;
- Plans for online learning are linked effectively to budget and technology planning to ensure adequate support for current and future offerings;
- Plans for expanding online learning demonstrate the institution's capacity to assure an appropriate level of quality;
- The institution and its online learning programs have a track record of conducting needs analysis and of supporting programs.

Internal Judgment: Not selected

Narrative:
- Gina Marie Thomas, Administrative Coordinator, Compliance Office
- Lee Edwards, Academic Program Director, Biology
- Jacqueline Taylor, Assistant Dean, Public Service/Arts & Sciences Division
- Amy Daniels, Assistant Dean, Business & Technology Division
- Barbara Nickles, Assistant Dean, Health & Wellness Division
- Erin Ferguson, Academic Program Director, Personal Trainer

Once the research of the Futuring Council is complete, it is presented to the Curriculum Vetting Team (CVT) for consideration. The CVT members include the following:
- Dr. Jermaine Whirl, VP of EDCT
- Dr. Lenna Young, VP of Academic Affairs
- Carol Beckham, Training & Director of Quality/Management, EDCT
- Diane Thomas, Director of Fiscal Projects and Strategic Implications

There is no evidence linked to Planning.