

Potential Project Name/Title	Date
SACSCOC Consolidation Substantive Change Project	October 9, 2012
Requested By	Charter Prepared by
Beth Brigdon, VP for Institutional Effectiveness and Accreditation Liaison	Mickey Williford, Director of Accreditation
Background & Business Need: <i>State the business problem/issue to solve or what opportunity exists to improve a business function. What is the current state? Narrative background with drivers for the project.</i>	
<p>The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Board of Trustees is expected to approve the consolidation of Augusta State University and Georgia Health Sciences University at its annual meeting in December 2012. The consolidation will be effective on January 8, 2013 upon ratification by the Georgia Board of Regents (BOR).</p> <p>Per SACSCOC policies on substantive change and consolidations, a visiting team of peer evaluators will be appointed to evaluate the new university's compliance with 39 select standards of the <i>Principles of Accreditation</i>. Documentation for the Substantive Change Committee must be submitted to each member of the review team 4-6 weeks prior to the schedule substantive change visit. For each standard addressed, the new university will describe policies and processes demonstrating compliance and provide supporting evidence, such as data, examples of policy implementation, publications, etc.</p> <p>The visit itself is presumed to take place over three days in late summer or early fall 2013. SACSCOC staff will provide ultimate notification of the timing and expectations of the visit following the Board of Trustees' approval of the consolidation in December 2013.</p>	
Project Scope Statement: <i>A concise vision or scope statement that summarizes the purpose and the intent of the project and describes what the customer (or you) envisions will be delivered. It describes the thing or service that will exist.</i>	
<p>This project will direct a Core Team and various Functional Teams to create an implementation plan, operational structure and tracking mechanisms to achieve the successful and timely development of the Documentation for the Substantive Change Committee.</p>	
Project Objectives/Deliverables: <i>Outline the high-level objectives for the project. What will exist when the project is complete? Include the benefits of the project, including how the project will benefit the customers or stakeholders.</i>	
<ol style="list-style-type: none"> 1. Completion of narrative description for each standard addressed, including provision of associated data, policies, etc. 2. Development of key deliverables, including plans, publications, policies, that cross multiple standards and integrate with other enterprise projects. 	
Boundaries: <i>What will <u>not</u> be included in this project?</i>	
<p>This project will not track compliance with SACSCOC standards not addressed in the Documentation for the Substantive Change Committee.</p> <p>This project will not involve the planning and logistics for the substantive change visit itself.</p>	
Assumptions: <i>What assumptions were made when conceiving this project?</i>	
<ul style="list-style-type: none"> • The Southern Association of Colleges and Schools Commission on Colleges approves the consolidation of Augusta State University and Georgia Health Sciences University into one comprehensive research institution. • Leaders and members of functional teams will have apparent and direct involvement in the ongoing compliance with the standards assigned to them. 	

External Dependencies: Note any major external (to the project) dependencies the project must rely upon for success, such as specific technologies, third-party vendors, development partners, or other business relationships. Also identify any other related projects or initiatives.

1. SACS Commission on Colleges
2. Georgia Board of Regents
3. University System of Georgia
4. Vendor for product identified for publishing the documentation

Related Projects: ASU-GHSU Consolidation, and Integrated Enterprise Budget Planning Process.

Project Risks: List any known risks for the project that could impact the success of the project or should be considered when planning.

1. SACS COC disapproval of consolidation plans for the new comprehensive research institution would negate the need for this project. Project implementation would be restarted upon a subsequent second attempt for consolidation approval in June 2013.
2. Some Work Teams in the current ASU-GHSU Consolidation Project have already begun to address standards. In instances where members of those teams will not be functionally associated with the standard following consolidation, their continued involvement may not be warranted. This could be construed as offensive to some individuals.

Key Stakeholders: List the key stakeholders for the project. Stakeholders are individuals, groups, or organizations that are actively involved in a project, are affected by its outcome, or can influence its outcome. Indicate their role or interest in the project. These stakeholders (or representatives) will be invited to participate, but do not necessarily need to be on the project team.

Stakeholder	Role or Interest in the Project
EVP of Academic Affairs and Provost	Ultimate responsibility to the USG BOR and the SACSCOC
VP of Institutional Effectiveness	Functional responsibility to SACSCOC as well as to provide project resources
Advisory Team Members	Responsible to provide guidance on and endorsement of project deliverables
Core Team Members	Responsible for leadership to achieve project deliverables
Functional Teams Members	Responsible for executing deliverables to project schedule
Faculty of New University	Project support and implementation; Beneficiaries of project deliverables
Staff of New University	Project support and implementation; Beneficiaries of project deliverables
Students of New University	Project support and implementation; Beneficiaries of project deliverables

Key Leadership:

EVP of Academic Affairs and Provost
Vice President for Institutional Effectiveness

Key Individuals:

Advisory Team members to provide guidance on and endorsement of the Document
Core Team members to provide leadership towards successful development of the Document
Functional Team members execute deliverables of the Document

Key Support Functions:

Dedicated Project Management, Change Management, Reporting and Assessment resources to be provided by the Office of Institutional Effectiveness.

Project Charter

Requested Timeline/Milestones: <i>Include end and start dates and key milestones.</i>	
Initial decision by USG Board of Regents to consolidate ASU and GHSU	January , 2012
Notification to SACSCOC of intent to consolidate	January , 2012
Submission of Consolidation Prospectus to SACSCOC	October 1, 2012
Project Leader evaluates previous progress on 39 standards	October 1 – November 5, 2012
Approve Project Charter	November 1, 2012
Advisory Team Charged by Provost	November 9, 2012
Core Team identify initial actions and team members required to support tactics	November 15, 2012
Kick off Functional Teams	November 21, 2012
Functional Teams develop Documentation Plans	November 15, 2012 – April 1, 2013
Software used for publication of Documentation chosen	December 31, 2012
Functional Teams submit deliverables	April 1 – May 31, 2013
Deliverables reviewed and edited	April 1 – July 1, 2013
Finalize publication and submission to SACSCOC	July 1 – July 19, 2013
Substantive change visit by team of SACSCOC peer reviewers	September 30, 2013

Approvals			
	Date		Date
	Date		Date