



University of Houston-Downtown®

Reaffirmation Steering Committee

Meeting Agenda

August 28, 2024, 10am-11am

Fondren Commons, Science and Technology Building

1. Opening Remarks (5 min)
2. Reaffirmation Timeline Update (10 min)
3. QEP Update (5 min)
4. Duck, Grey Goose, Black Swan Activity (20 min)
5. Connecting Insights for Town Hall (20 min)

Upcoming

Sign up to present at committee meetings

September 13, 10am Town Hall (Milam/Travis Rooms)



**Next Steps and Timeline
for Developing the Reaffirmation Compliance Certification Report (CCR)**

Steps	Due Date
Step 1: Working groups finalize their initial drafts of CCR and submit them in the existing Teams space for internal review	May 1 – August 30, 2024
Step 2: Internal readers submit feedback; Working groups revise drafts as needed based on internal reviewers' feedback	See spreadsheet for dates based on standard (Between July – September 30, there will be staggered submissions)
Step 3: Round 1 of external review begins using the Teams site designated for the external reviewer	September 3, 2024
Step 4: Working groups receive external reviewer feedback, within 2 weeks revise (as needed) and submit in the existing Teams space (OIE will transfer copies for external reviewer Teams space)	See spreadsheet for dates based on standard (Between September 3 – November 22)
Step 5: Concurrent review by the external reviewer (Round 2) and by UHD SACSCOC Leadership team	December 2 -20, 2024
Step 6: Working groups finalize drafts based on both the external reviewer and leadership team feedback and submit in the existing Teams space	See spreadsheet for dates based on standard (Between December 2024- February 2025)
Step 7: Editorial team begins editorial review	See spreadsheet for dates based on standard (Between December 2024- March 2025)

Steps	Due Date
Step 8: OIE begins moving content and evidence to Compliance Assist (CA)	March – April, 2025
Step 9: Working group chairs/steering committee coordinators log into CA and validate all links, content, and evidence attachments, and submit verification that validation happened	March – April, 2025
Step 10: SACSCOC VP reviews CCR in CA	April-May 2025 (tentative)
Step 11: Geoffrey Klein, the SACSCOC VP, will visit UHD, hosting various meetings with writing groups and reaffirmation steering committee and QEP team	June 26, 2025
Step 12: SACSCOC Liaison, IE staff & Leadership Team finalize CCR with relevant evidence in CA	July 1-30, 2025
Step 13: SACSCOC Liaison and IE staff check and verify reports and lock CA for SACSCOC transmittal preparation, fix CA errors discovered during CA transmittal preparation, and collaborate with CA to create USB Drives. Checking and rechecking of the drives	August 1-30, 2025
Step 14: UHD submits the CCR to SACSCOC with evidence and updated "Institutional Summary Form" to SACSCOC via portal and USB drives, if needed.	September 3, 2025

Due date for CCR: September 8, 2025

SACSCOC Onsite Visit: March 2-5, 2026