

**2028 SACSCOC Curriculum Design and Educational Policies and Practice Working
Group Meeting
August 5, 2026, 2:00 – 3:00 pm
Microsoft Teams**

Attendees: Chandramallika Basak, Michael Biewer, Mark Cooper, Raúl Hinojosa, Jr., Jennifer McDowell, Poonam Kumar, Ingrid London, Melissa Ray, Melanie Spence, Joshua Summers, Mark Thouin, Vy Trang, Eric Van Leeuwen, Mary Jo Venetis, Shilyh Warren, Lyndsey Hyatt

Absent: Lev Gelb, Juan González, Mary Beth Goodrich, Juan González, William (Bill) Nichols

Meeting Notes

- **Clarification of Off-Campus Instructional Sites and SACSCOC Requirements:** Dr. Mark Cooper raised questions about off-campus instructional programs, which Dr. Raúl Hinojosa, Ingrid London, and Dr. Poonam Kumar addressed by clarifying the existence of five approved sites and explaining the process for SACSCOC compliance, with Eric Van Leeuwen, Dr. Mary Jo Venetis, and Dr. Hinojosa identified as key contacts for approvals.
 - o **Identification of Off-Campus Sites:** Dr. Cooper inquired about the existence and knowledge of off-campus instructional programs, leading Dr. Hinojosa and Ingrid London to confirm five approved sites, including three city hall sites for public affairs graduate programs, the Callier Center, and the Collin College in Allen (Tech Campus).
 - o **Approval and Oversight Process:** Eric Van Leeuwen Van Leeuwen clarified that the approval and oversight of off-campus instructional sites for SACSCOC compliance is managed by Eric Van Leeuwen, Dr. Venetis, and Dr. Hinojosa, with input from program coordinators or site personnel as needed.
 - o **Access to Institutional Profile:** Dr. Hinojosa provided a link to the institutional profile listing the approved off-campus sites and offered to help identify key personnel involved at each site for documentation and compliance purposes.
- **Document Collection and Upload Process for SACSCOC Principles:** Eric Van Leeuwen, Vy Trang, Dr. Venetis, and Dr. Hinojosa discussed the ongoing process for collecting and uploading documents related to SACSCOC principles, emphasizing the need for timely uploads and introducing the new document review app to streamline submissions.
 - o **Document Collection Status:** Eric Van Leeuwen prompted the group to begin uploading documents for their assigned principles, noting that drafts are due soon and that a central repository is now available for submissions.
 - o **Support and Points of Contact:** Eric Van Leeuwen and Dr. Hinojosa reiterated that questions about the process can be directed to themselves, Dr. Venetis, Vy Trang, or other leadership team members, and encouraged group members to reach out as needed.
- **Demonstration and Guidance on the Document Review App:** Vy Trang and Dr. Venetis, provided a detailed demonstration of the document review app, covering document upload, editing, versioning, group approvals, and troubleshooting access

issues, with active participation from Dr. Cooper, Dr. Melissa Ray, Dr. Joshua Summers, and others.

- o **App Login and Access Troubleshooting:** Vy Trang and Dr. Venetis explained that users may encounter a 403 error when accessing the app and recommended logging into Coursebook with UTD credentials before refreshing the app link; Dr. Ray and Dr. Summers confirmed that Chrome works best, while Edge may have issues.
- o **Uploading Documents:** The demonstration covered selecting the appropriate principle, document type, and working group, entering a unique and specific description, adding keywords, and uploading files, with required fields indicated by a red asterisk.
- o **Editing and Versioning Documents:** Vy Trang and Dr. Venetis showed how users can edit their own submissions, update descriptions, keywords, or working group assignments, and upload new versions of documents if errors are found.
- o **Approval Workflow and Permissions:** Only working group chairs, the leadership team, Dr. Hinojosa, Dr. Venetis, and Vy Trang can edit most details or delete documents, while group members can edit their own uploads; Dr. Hinojosa and Vy Trang must approve documents for group sharing.
- o **Adding Notes and Group Communication:** The app allows users to add notes to documents to communicate with working group chairs or members, facilitating review and clarification within the group.
- **Handling Web-Based Evidence and Document Referencing:** Dr. Cooper, Vy Trang, and Dr. Hinojosa discussed best practices for uploading web-based evidence, recommending conversion to PDF when possible, including URLs for reference, and ensuring compliance with SACSCOC requirements for documentation snapshots.
 - o **Web Evidence Uploads:** Vy Trang advised converting web pages to PDF for upload if the formatting is preserved; if not, the URL should be included as a note, and the team can assist with capturing the page correctly.
 - o **Compliance and Documentation:** Dr. Hinojosa emphasized that SACSCOC requires PDFs even for live sites, and including the URL helps track changes over time, ensuring that the documentation reflects the state of the evidence at the time of submission.
- **Document Approval, Referencing, and Workflow in Narrative Writing:** Eric Van Leeuwen, Vy Trang, Dr. Venetis, and Dr. Hinojosa clarified how to reference documents in compliance narratives, explaining the use of unique document IDs, the approval process, and the transition of documents from the review app to the final DOX repository.
 - o **Referencing Unapproved Documents:** Eric Van Leeuwen asked about referencing documents in drafts before approval; Dr. Venetis and Vy Trang confirmed that it is acceptable to reference the principle and document number, and the unique doc ID will be used once approved.
 - o **Workflow from Upload to DOX:** Dr. Hinojosa described the workflow: documents are uploaded and reviewed in the app, approved by group leads, and then moved to the DOX repository with a unique URL for final narrative referencing.

- o **Document ID Usage:** Vy Trang explained that each document receives a unique ID upon upload, which should be used in the narrative to ensure accurate linking once the document is approved and published in DOX.
- **SACSCOC Summer Institute Updates and Anticipated Accreditation Changes:** Dr. Hinojosa shared updates from the SACSCOC Summer Institute, including the use of AI tools for narrative review, new federal regulations on transfer credits, ongoing revisions to accreditation principles, and anticipated changes to reaffirmation cycles, with Eric Van Leeuwen expressing interest in the transfer credit consortium.
 - o **AI Tools for Narrative Review:** Dr. Hinojosa reported that sessions at the Summer Institute highlighted the use of AI to review and provide feedback on compliance narratives, with Sarah Moore developing tools to support this process.
 - o **Transfer Credit Consortium and Federal Regulations:** SACSCOC announced a new consortium to address transfer credit issues in response to federal regulations, with Dr. Hinojosa noting that participation will likely involve faculty and align with existing state-level efforts.
 - o **Principles Revision and Feedback:** Dr. Hinojosa summarized the ongoing revision of SACSCOC principles, the collection of institutional feedback, and the expected publication of a near-final draft in the fall, with new handbooks and logistical details forthcoming.
 - o **Reaffirmation Cycle Changes:** A proposal is under consideration to shift from a 10-year reaffirmation cycle to a 7- or 8-year cycle, without a mid-cycle review, in line with Department of Education requirements.
 - o **Anticipated Department of Education Requirements:** Dr. Hinojosa outlined expected changes related to transfer, workforce outcomes, intellectual diversity, and governance, which will be incorporated into the new principles and are likely to take effect before the next reaffirmation.
- **Access Support and Communication Improvements:** Vy Trang proposed creating a dedicated Teams channel for access and help requests related to the document review app, with Eric Van Leeuwen, Dr. Hinojosa, and others supporting the idea to improve group communication and troubleshooting.
 - o **Help Channel Creation:** Vy Trang suggested adding a help or access support channel in the Teams group for the reaffirmation process, allowing all members to report and resolve access issues collaboratively.
 - o **Tagging for Visibility:** Dr. Hinojosa requested that members tag relevant individuals in help requests to ensure timely responses, as general postings may be missed.

Follow-up tasks:

- **Off-Campus Instructional Sites Information:** Share the institutional profile listing all approved off-campus instructional sites with the working group, including the names of key people involved at each site. (Raúl Hinojosa)
- **SACSCOC Document Upload Access Issues:** Report any issues with accessing or logging into the document review app to Vy Trang, Dr. Venetis, or Dr. Hinojosa for resolution, and consider adding a help channel in Teams for access issues. (Vy Trang)

- **User Guide Link Correction:** Update and share the correct link to the user guide for the document review app in the meeting chat and agenda. (Vy Trang)
- **Transfer Compact Consortium Participation:** Determine and communicate whether the institution will participate in the new SACSCOC transfer compact consortium and identify faculty to participate in related discussions. (Raúl Hinojosa)
- **Draft Principles Review Website Sharing:** Share the website link to the first draft of the revised SACSCOC principles with the group for review. (Raúl Hinojosa)