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Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC), Applications Files

Nelson Poynter Memorial Library. Special Collections and University Archives.

James Anthony Schnur

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**Southern Association of Colleges and Schools,
Commission on Colleges (SACS-COC),
Application Files**

**USF St. Petersburg Archives
Record Group 302, Series: SACS-COC**

A Collection Guide by
Jim Schnur
Assistant Librarian

**Special Collections and Archives
Nelson Poynter Memorial Library
University of South Florida St. Petersburg**

3 November 2007 (revised edition)
18 March 2004 (original acquisition)

Introduction to the Collection

The Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC) serves as the regional accrediting body for postsecondary academic institutions in the southeastern United States. Regionally accredited institutions generally recognize course work, academic programs, and transfer credits from other similarly accredited colleges and universities. Since its inception as the first branch campus of the University of South Florida (USF) in July 1965, the University of South Florida St. Petersburg's academic programs have received full recognition under the umbrella of the colleges and academic divisions of the USF Tampa campus. Changes in legislation and a memorandum of delegation between USF and USF St. Petersburg have provided for increased autonomy in academic, curricular, and fiscal matters. After hiring a substantial number of new faculty and creating distinct colleges and programs of distinction at USF St. Petersburg, members of the campus community compiled and submitted an application to SACS-COC seeking separate accreditation of academic programs. The materials in this collection represent an archival copy of the SACS-COC application that campus administrators sent to the SACS office in Atlanta, Georgia.

Preservation Note

The documents in this collection consist of binders and booklets. While preservation measures may slow the physical deterioration of items, these steps cannot prevent damage from occurring. To prevent further damage to the fragile materials in this collection, avoid exposing them to light for an extended period of time. Please report any tears or other damage so that library staff may take appropriate preservation or conservation measures. Although no restrictions limit access to this collection, library staff will evaluate photocopying or digitization requests on an individual basis to ensure the long-term preservation of this unique collection. At the time of publication, some portions of this application also existed in electronic format.

Provenance of the SACS Application Files

The items in this SACS application fall under Record Group 302 (Accreditation Documents, Academic Affairs) of the USF St. Petersburg Archives. The Special Collections and Archives department of the Nelson Poynter Memorial Library received the initial accession from the Office of Academic Affairs, USF St. Petersburg, in March 2004, with a subsequent accession in October 2007.

Scope and Contents

The contents occupy 3.35 linear feet. This collection includes the application and supporting documentation, strategic plans, master plans, curricular information (undergraduate and graduate catalogs), meeting minutes, and outcomes and assessment measures. Patrons may inspect all public records in this collection without restriction under the provisions of Chapter 119, Laws of Florida.

Shelf Listing (Original Accession of 2004 Documents)

- Part A** **SACS Membership Application**
Letter of Application
Attachment A-1: USF St. Petersburg Undergraduate Council, Policies and Procedures
Attachment A-2: USF St. Petersburg Graduate Council, Policies and Procedures
Attachment A-3: Memorandum of Delegation
Attachment A-4: Regional Chancellor Designation and Academic Programs Overview
Faculty Roster
Faculty Directory
- Part B** **SACS Membership Application**
Core Requirements Index
Core Requirement One, and Attachments A through E
Core Requirement Two, and Attachments F through L
Core Requirement Three, and Attachments M through O
Core Requirement Four, and Attachments P through R
Core Requirement Five, and Attachments S through X
Core Requirement Six, and Attachments Y through Z
Core Requirement Seven, and Attachment BB (There is no Attachment AA present.)
Core Requirement Eight, and Attachments CC through DD
Core Requirement Nine, and Attachments EE through JJ
Core Requirement Ten, and Attachments KK through QQ
Core Requirement Eleven, and Attachments RR through WW
- USF SP #2** **Strategic Plan: 2003-2008**
Research, Scholarship, and Academic Programs (Strategy One)
Academics and Campus Environment (Strategies Two and Three)
Technology (Strategy Four)
Administrative Infrastructure and Fiscal Self-Sufficiency (Strategy Five)
- USF SP #3** **Undergraduate Catalog: 2003-2004**
About USF St. Petersburg
Academics
Admissions and Related Matters
Financial Matters
Services
- USF SP #4** **Graduate Catalog: 2003-2004**
About USF St. Petersburg
Academics
Graduate Programs, Degrees, and Requirements
Graduate Financial Aid
- USF SP #5** **Faculty Handbook: 2003-2004**
Chapter 1: About USF St. Petersburg
Chapter 2: Organization and Administration
Chapter 3: Faculty Governance
Chapter 4: Privacy and Access to Information
Chapter 5: Instructional Policies
Chapter 6: Computing Services
Chapter 7: Research
Chapter 8: Faculty Employment and Related Issues
Chapter 9: University Policies

- USF SP #6 New Student Orientation Manual and Student Handbook, 2003-2004**
- USF SP #7 Constitution**
- USF SP #8 Plan for the Upkeep of Property**
CIP Plans FY 2002-2007
CIP Plans FY 2003-2008
CIP Plans FY 2004-2009
- USF SP #9 Safety and Security Plan**
USF St. Petersburg Comprehensive Safety and Security Plan
Emergency Operations Plan
Physical Plant Procedures
- USF SP #10 Facilities Master Plan**
USF St. Petersburg Campus Master Plan Update 2003
- USF SP #11 Parking Master Plan**
USF St. Petersburg Comprehensive Parking Master Plan
- USF SP #12 Financial Plan**
- USF SP #13 Technology Plan**
Campus Computing
- USF SP #14 Auditor General's Audit, FY Ended June 30, 2003**
- USF SP #15 Academic Programs: Statement of Objectives**
- USF SP #16 Assessment and Effectiveness**
College of Arts and Sciences
College of Business
College of Education
Administration and Finance
Advancement
Library
Student Affairs
- Attachments L-1 through L-11 Meeting Minutes**
- Attachments L-12 through L-14 Meeting Minutes**
- Attachments L-15 through L-31 Meeting Minutes**
- Attachment AA Programs of Distinction: Focus on Excellence**
- Attachment B-1 Florida Statute 240.527 (Enabling Legislation)**

Shelf Listing (Supplemental Accession of 2001, 2006 Documents)

Part A **SACS Membership Application (2001) under Dean H. W. "Bill" Heller**
Application for Membership
Attachment A: Florida Statutes authorizing USF St. Petersburg
Attachment B: Proposed Legislation for Campus Governance
Attachment C-1: Roster of Instructional Staff: College of Arts and Sciences
Attachment C-2: Roster of Instructional Staff: College of Business
Attachment C-3: Roster of Instructional Staff: College of Education
Attachment C-4: Roster of Instructional Staff: College of Visual and Performing Arts
Attachment C-5: Roster of Instructional Staff: Nelson Poynter Memorial Library
Attachment C-6: Roster of Instructional Staff: Division of Student Affairs
Attachment C-7: Course Work Offered at Extended Sites

Part B **SACS Membership Application (2001) under Dean H. W. "Bill" Heller**
Application for Membership (continued)
Attachment D: Academic Degree Programs Inventory
Attachment E: University of South Florida Board of Trustees
Attachment F: Delegation of Authority to USF St. Petersburg
Attachment G: Listing of Degree Programs
Attachment H-1: College of Arts and Sciences Curriculum
Attachment H-2: College of Business Curriculum
Attachment H-3: College of Education Curriculum
Attachment I: USF St. Petersburg: Mission, Values, Vision
Attachment J: Samples of Instructional Assessments and Outcomes
Attachment K-1: Physical Plant Plan
Attachment K-2: LEFT BLANK
Attachment K-3: Comprehensive Safety Plan
Attachment K-4: Financial Plan
Attachment K-5: Facilities Master Plan
Attachment L: Admissions and Registration (from USF Catalog)
Attachment M: Academic Policies and Procedures (from USF Catalog)
Attachment N: Courses to Satisfy the 6A-10.030 "Gordon Rule"
Attachment O: Faculty Handbook
Attachment P: Cooperative Library Agreements
Attachment Q: LEFT BLANK

Part B **SACS Compliance Certification for 2004 Application (4 January 2006)**
Application Summary
Compliance Certification
Faculty Roster, Fall 2005
Audit and Management Letter
University of South Florida System
Documents (includes Organizational Charts)
USF St. Petersburg Undergraduate Catalog
USF St. Petersburg Graduate Catalog