

10/23/18				ACADEMIC AFFAIRS COMPLIANCE CALENDAR Adopted by President's Cabinet 10/23/18	
Unit	Position Responsible	Compliance Activity	Deadline/Frequency	Authority	Recipient
Academic Affairs	VPASA				
		Faculty Meetings, Rules, Regulations governing the institution and the faculty, including Statutes, must be filed with Chancellor (by President	Annually?	BOR 3.2.3 https://www.usg.edu/policymanual/section3/C337/#p3.2.3_faculty_meetings_rules_and_regulations BOR revised 5/15/18	Chancellor
		USG Faculty Council - institution maintain process on how representative elected to serve ; file process with USG when requested	Upon request	BOR 3.2.4.1 USG Faculty Council https://www.usg.edu/policymanual/section3/C337/#p3.2.3_faculty_meetings_rules_and_regulations BOR revised 5/15/18	Institution and USG
		Regents Award for Excellence in Teaching and Students Success -nominate one teaching faculty for each faculty award (3); nominate one faculty or staff for Student Success Award; and one department for department awards (2).	annually	BOR 3.2.2 https://www.usg.edu/policymanual/section3/C337/#p3.2.2_regents_awards_for_excellence_in_teaching_and_student_success BOR revised 1/11/18	USG AA
		Comprehensive Academic Program Review For Career Associates, Associates with designated major, and bachelor degrees.	No dates; AA Handbook deadlines: CPR Cycle no longer than 7 yrs; review Gen Ed 5 yrs; /review LS. Post cycle on web	BOR 3.6.3 revised 5/15/18 https://www.usg.edu/policymanual/section3/C341/#p3.6.3_comprehensive_academic_program_review AA 2.3.6 (unclear if revised – retains deadlines that were deleted from BOR Policy) https://www.usg.edu/academic_affairs_handbook/section2/C731/#p2.3.6_comprehensive_program_review_cpr	USG CPR reporting vehicle

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		Academic Advisement – framework required with pathway, advising throughout undergraduate education, monitor progress, outreach for at risk	As required	BOR 3.9 https://www.usg.edu/policymanual/section3/C344 revision adopted at 10/9/18 BOR Meeting	Institution
		Academic Textbooks – authored by faculty-third party review committee to vet COI	As required	BOR 3.10 (No change) http://www.usg.edu/policymanual/section3/C345 AA 2.19 revised 7/19/18 https://www.usg.edu/academic_affairs_handbook/section2/C784	EGSC VPAA
		Record of all degrees conferred	Annually	AA 2.3.1 http://www.usg.edu/academic_affairs_handbook/section2/C731/#p2.3.1_majors_and_minors BOR 3.8.1 https://www.usg.edu/policymanual/section3/C343/#p3.8.1_general	EGSC Registrar and USG Database
		Academic Program Forecast (new programs)	Annually	AA 2.3.2.1 http://www.usg.edu/academic_affairs_handbook/section2/C731/#p2.3.2_new_academic_programs	USG EVC /Office of Academic Programs
	Counselor	Students with Disabilities –no discrimination. Use common set of USG standards to evaluate	As required	Americans with Disabilities Act, Section 504 Rehabilitation Act BOR 4.1.5 http://www.usg.edu/policymanual/section4/C327/#p4.1.5_students_with_disabilities	VPAA
		Chief Transfer Officer - required		AA 2.4.9 http://www.usg.edu/academic_affairs_handbook/section2/C738/#p2.4.9_transfer_rules	
	VPASA/President	Minority Advising Program: plan, goals, coordinator; President submits annual report on status	Annually	AA 2.7.1 http://www.usg.edu/academic_affairs_handbook/section2/C755/#p2.7.1_minority_advising_program BOR 3.9 Academic Advisement https://www.usg.edu/policymanual/section3/C344	USG

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Academic Affairs		Learning Support Administrative Procedures – certify college procedures are consistent with BOR guidelines	As required	AA 2.9.1 http://www.usg.edu/academic_affairs_handbook/section2/C769/#p2.9.1_administrative_procedures_for_learning_support_programs BOR 3.3.7 https://www.usg.edu/policymanual/section3/C338/#p3.3.7_learning_support_programs	USG EVC AA
		Annual Report of Accommodations –	As required	AA 2.9.1 http://www.usg.edu/academic_affairs_handbook/section2/C769/#p2.9.1_administrative_procedures_for_learning_support_programs	USG / to whom?
		Tenure – policies approved by USG CAO; approval by USG for criteria above minimum, or changes; tenure award notice to faculty and to USG	As requested	AA 4.4 http://www.usg.edu/academic_affairs_handbook/section4/C687/ BOR 8.3.7.1 http://www.usg.edu/policymanual/section8/C245/#p8.3.7_tenure_and_criteria_for_tenure BOR 8.3.7.5 http://www.usg.edu/policymanual/section8/C245/#p8.3.7_tenure_and_criteria_for_tenure Revised 5/15/18	USG EVC AA
		Criteria for Promotion – submit to USG EVC AA; if above BOR minimum requirements must get BOR approval and annually update BOR. Criteria must be included in EGSC Faculty Handbook	Annually	AA 4.5; http://www.usg.edu/academic_affairs_handbook/section4/C689 BOR 8.3.6 http://www.usg.edu/policymanual/section8/C245/#p8.3.6_criteria_for_promotion	USG EVC AA
		Educational and Professional Leave – with or w/out pay and less than one year- President approves, notify Chancellor. Extension of 1 year leave or granting of one year leave – Chancellor or designee’s approval	As required	AA 4.9.2 http://www.usg.edu/academic_affairs_handbook/section4/C695/#p4.9.2_educational_and_professional_leave	President/Chancellor

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		Consulting /Outside Activities Policy – must be in Faculty Handbook; EGSC policy ; EGSC form filed with President	Annual	BOR 8.2.18 https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct AA 4.8 http://www.usg.edu/academic_affairs_handbook/section4/C694 EGSC Policy: http://www.ega.edu/policy/08-conflicts-of-interest-and-conflicts-of-commitment.pdf?81418	EGSC VPAA/ President
		Establish Non-Tenure Track positions- report list with budget to USG	Not required per BOR	BOR 8.3.8 http://www.usg.edu/policymanual/section8/C245/#p8.3.8_non-tenure_track_personnel Revised 5/15/18 AA 4.1 http://www.usg.edu/academic_affairs_handbook/section4/C680/	Chancellor or designee
		Family and Medical Leave Act –notify VPASA if faculty; if tenure track, file notice of extension probationary period	As required	FMLA USG Human Resource and Administrative Practice Manual: http://www.usg.edu/hr/manual/family_and_medical_leave_act BOR 8.3.7 http://www.usg.edu/policymanual/section8/C245/#p8.3.7_tenure_and_criteria_for_tenure Revised 5/15/18	EGSC VPAA
		Core Math Course Substitutions Committee – Disability Requests: USG level committee of 3 RCLD review of student petition; institutional policy and committee review of specific course substitution	As required	AA 3.11.6 http://www.usg.edu/academic_affairs_handbook/section3/C679/#p3.11.6_core_mathematic_course_substitutions	EGSC VPAA
	Also on IT compliance calendar	Accessibility Compliance Standards for web based content ; need policy; training timeline, how to file complaint notice on website	1998 –ongoing' new rules 1/1/17 comply by 1/1/18	Section 508 Rehabilitation Act https://www.section508.gov/content/learn USG: http://www.usg.edu/siteinfo/web_accessibility_and_persons_with_disabilities	USG as requested
		Study Abroad- USG Program approval	Prior	BPM 21.1 http://www.usg.edu/business_procedures_manual/section21/C1607	USG Office of International Education
		Study Abroad- audit	Recommended every 3 years	BPM 21.3 http://www.usg.edu/business_procedures_manual/section21/C1609	USG as requested
	VPASA	Academic and faculty policy revisions; Faculty Handbook revision	Annually; prior to Fall Semester	EGSC	EGSC community

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	Counselor	Drug and Alcohol Abuse Prevention	Biennial Drug and Alcohol Report (even numbered yrs.) Policy distribution: students and employees annually	Report completed as of Feb 1 / Drug Free Schools and Communities Act from Education Department General Administrative Regulations (EDGAR) Part 86- Drug and Alcohol Abuse Prevention: 20 USC 1011i and 34 CFR 86.100 http://www.higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf Covers two prior academic years. Policy distribution – beginning of Fall semester. Policy must include sanctions by state and federal law, sanctions by the college, health risks, drug and alcohol counseling resources	EGSC file / needed if DOE audit
Accreditation	VPASA/Also Director of Strategic Planning and Institutional Research	RN –BSN Degree Program Accreditation by Accreditation Commission for Education in Nursing (ACEN)	5 years after initial accreditation; 8 years thereafter	Accreditation Commission for Education in Nursing (ACEN) http://www.acenursing.org/resources-acen-accreditation-manual/	ACEN
	Also Director of Strategic Planning and Institutional Research	Fire & Emergency Services Degree Program Accreditation (Fire and Emergency Services Higher Education and National Fire Academy)	TBD	FESHE, National Fire Academy https://www.usfa.fema.gov/training/prodev/about_feshe.html	FESHE/NFA
	Also Director of Strategic Planning and Institutional Research	EGSC Complete College Georgia Plan / report	Annual	USG Complete College Georgia / USG Strategic Plan http://www.usg.edu/strategocplan/	
Biology	VPASA/ ACU Committee	Animal Welfare Act If live animals* are used by the institution in research, tests, experiments for teaching, institution must submit an annual report to the AC Regional Director for the state where the institution is located	Annual report and license NOT APPLICABLE AT THIS TIME	9 CFR 2.36 Animal Welfare Act https://www.nal.usda.gov/awic/animal-welfare-act Report covers the previous fiscal year. Due Dec 1. *warm blooded animals: cats, dogs, guinea pigs	Regional Director

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	VPASA/ ACU Committee	IACUC/OLAW (Office of Laboratory Animal Welfare) Assurance (report due every 5 years)	Every 5 years Not applicable at this time	https://www.nal.usda.gov/awic/institutional-animal-care-and-use-committees	-EGSC VPASA
	VPASA/ ACU Committee	IACUC - Institutional Animal Care and Use Committee reporting - annual report due June 1st	Jun 1/ Dec 1	9 CFR 2.31 https://www.nal.usda.gov/awic/institutional-animal-care-and-use-committees	EGSC VPASA / President
	VPASA/VPIT	Copyright Infringement Policies and Sanctions – Disclosures (Peer-to-Peer [P2P] File Sharing): In order to be eligible to participate in student aid programs administered by the U.S. Department of Education, the college must disclose its policies and sanctions for Copyright infringement. Annual Disclosure to enrolled and prospective students and employees	Annually • Disclosure must: Explicitly inform students and employees that unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject student and employee to civil and criminal penalties, summarize penalties, and describe disciplinary actions that	Section 488 of the Higher Education Opportunity Act of 2008, Pub. L. 110-315, 122 Stat. 3083 (Aug. 14, 2008); 20 U.S.C. § 1092(a)(1)(P)	HEOA The “Copyright and P2P File Sharing Requirements (HEOA)” information is posted at www.ega.edu/offices/information/technology/copyright_and_p2p_file_sharing_requirements_heoa If also needed, EGSC IT can annually send an email message to all EGSC employees and current students informing

			will be taken for unauthorized distribution of copyrighted material using the college's information technology system		them of the copyright & P2P file sharing sanctions and reference the EGSC IT "Acceptable Usage Policy" and the EGSC IT "Campus Computer & Network Usage Policy."
Agreements	VPASA	Articulation Agreements –Tech Colleges	Annual Review/ Report	EGSC / Tech Colleges – general education courses per Complete College Georgia	EGSC President file
	VPASA	Nursing Letter of Intent – nursing pathways	Annual Review / Report	EGSC, Albany, OFTC, STC	EGSC President file
	VPASA	Articulation Agreements – Fire and Emergency Services	Annual Review	Numerous Technical Colleges – fire science courses	EGSC President File
	VPASA	Nursing Facility Use	Periodic Review	Southeastern Technical College expires May 31, 2019	
	VPASA/Dual Enrollment Coordinator	Dual Enrollment	Annual Review	SACS COC Dual Enrollment Policy June 2018	Area High Schools
Institutional Effectiveness	VPASA/SACS Liaison	Southern Association of Colleges and Schools – Accreditation	Every 10 years	SACS-COC Principles of Accreditation, Quality Enhancement and Reaffirmation Principles http://www.sacscoc.org/principles.asp	SACS COC
	VPASA/ SACS Liaison	Southern Association of Colleges and Schools – Quality Enhancement Plan	Every 5 years between Compliance Certification	http://www.sacscoc.org	SACS COC
