NAVIGATING THIS SITE

The Fayetteville Technical community College (FTCC) 5th Year Interim Report website contains outcomes of FTCC's internal compliance audit. The FTCC compliance statements correlate to required compliance statements for the 5th Year Interim Report contained in The Principles of Accreditation: Foundations for Quality Enhancement. They can be reviewed from the website. FTCC is providing its 5th Year Interim Compliance documentation on a USB drive, which is self-contained. The only exceptions are links to supporting documentation that are too large or would only be accessible using an active Internet connection. All reference documents and web pages are static. That is, they have been captured at a specific point in time due to the continued updates in these documents for ongoing College operations.

Getting Started

As noted above, FTCC has provided a USB drive of its 5th Year Interim Report. The USB drive allows reviewers easy and fast access to the Report. The USB drive mirrors the 5th Year Interim Report website which may be access at http://sacs5.faytechcc.edu/ using a browser connected to the internet.

To access data files on the USB drive:

1. Insert the USD into an available USB port on a desktop computer or laptop.
2. The drive will auto run and you will be prompted to enter a password to unlock the USB drive. (Password emailed separately).
3. If the USB drive does not open to the 5th Year Interim Report website, please call:
    a. MIS: 910-678-1068
    b. Mariah Hopkins: 910-486-3927
    c. Tracy Verrier: 910-678-8370

Website Categories

The SACS 5th Year Interim Report homepage is arrange into two categories: (1)
Required Statements, (2) Resources

1. On the left there is the narrative with the four parts listed below:

   Part 1: Signatures Attesting to Integrity

   Part 2: Institution Summary Form Prepared for Commission Reviews

   Part 3: Institutional Assessment of Compliance consisting of 5th Year Interim
   Report, Core Requirements, Comprehensive Standards, and Federal Requirements.
   Clicking on these links will automatically bring you do the first requirement in the
   list. To navigate to a different requirement or standard click on them to the left on
   the page.

   Part 4: Impact Report of the Quality Enhancement Plan

2. The College Catalog and the College's Student Handbook are on the right side of the webpage.

3. **To prevent data loss when disconnecting the drive,** click the "**Safely Remove Hardware**" button in the system tray and choose to remove the drive. Once Windows says it is safe to remove the drive, disconnect the cable. Your USB drive will automatically lock once the USB cable has been removed from the drive.

5th Year Interim Report

The 5th Year Interim Report section provides access to the Principle of Integrity, Core Requirements, Comprehensive Standards, and Federal Requirements. The individual sections of the report are accessed by mouse click on the required section under 5th Year Compliance Section. In the compliance report section, **each standard or requirement has its own page.**

Each compliance statement is divided into five sections:

- Statement of Core Requirement, Comprehensive Standard or Federal Requirement

- Judgement of Compliance

- Summary

- Narrative

- Supporting Documentation

To navigate this site:

- The narrative addresses each requirement or standard and documented references are hyperlinked in the narrative. Supporting documentation is also listed at the end of each narrative. The narrative section contains information that supports the institution's compliance with the specified requirement or standard. This section may also contain tables and images.

- If a word(s) is in red, it is a link to supporting documentation. Click once on the link to see documents supporting the statement. Clicking on a link will open the document in a **new browser window** thus maintaining an open copy of the narrative you are reviewing in the background. By adjusting the size of the window in the supporting documentation, you can simultaneously view the document and the statement.

- Once you are finished with the new browser window containing the supporting document, you can close (by clicking on the red "x" at the top right on the browser window) or minimize it and the narrative will still be available for your review.

- Page number references refer to the actual page listed in the Acrobat Reader window and not the actual page number located on the documents.

- To navigate to a specific compliance statement, click the statement number links, (for example, 2.8, 3.1.1, or 4.1) on the left panel under each section, Core Requirements, Comprehensive Standards, and Federal Requirements.

- At the top and bottom of each compliance statement page, you will find links to move directly to the next and previous statement respectively.

Supporting Documentation Links

All links to supporting documents are located directly on the USB drive. However, you will find a few links that require active Internet connection. These links will be followed with this statement "**Link requires Internet Connection**". These links will also open in a **new browser window. (NOTE: Before viewing the source documents, make sure the latest version of Adobe Reader is downloaded to your computer)**

- Source documents are provided in a table directly following the narrative. The documentation table provides a list of documents cited in the narrative in the order to which they were addressed. Each link will open in a new browser window.

- The source documents provided are" **.pdf**" files accessible only through some of the links will be the statement "**See Bookmarks**". The bookmark tab is located on the left hand side of the window and will automatically open. By clicking the bookmark links, this will allow faster navigation directly to a particular sections of multiple page documents.

- If necessary, in the Adobe Reader, the image size of the document can be magnified by clicking on the "+" button located on the top tool bar.

- Source links will open the document in a **new browser window** thus maintaining an open copy of the narrative you are reviewing in the background. To enlarge document, click on the blue square in the upper right hand corner. After reviewing source document, please close new document window by clicking on the red "X" to return to narrative.

- If a link fails to function properly, click the browser's refresh and try the link again.

Document Directory

This directory lists all supporting documentation hyperlinks from the 5th Year Interim report. It allows a glossary approach when looking for a specific hyperlink without having to find the specific compliance statement where the hyperlink was first introduced.

Administrators/ Faculty Credentials Database

The administrators and faculty credentials database is a "live" document, consistently maintained and updated by Academic program supervisors. To access the electronic credentials database, you will need access to the World Wide Web. Access the database via a broadband Internet connection (DSL, cable modem, campus LAN, etc.) due to the size of the database.

When the database opens, users should click on the drop-down window titled "Department" and select the program(s) of choice. Administrators and Faculty credentials for that program area will be displayed. After reviewing the credentials in the chosen program, the drop-down window marked "Department" can be clicked to access other programs.