

Electronic Report Introduction/Instructions

The Texas A&M Health Science Center's Certification of Compliance for Reaffirmation of Accreditation, the Focused Report, and the Quality Enhancement Plan are in PDF format. These report files may be accessed via the Health Science Center website at

<http://tamhsc.edu/about/accreditation/sacs> . Note: the Adobe Acrobat links will NOT work if you attempt to read the narratives from an iPad. You must be using either a PC or a Mac computer in order for the links to function properly.

How to Access the Focused Report and the QEP

Adobe Acrobat To review the reports, you must have a **recent** version of Adobe Acrobat Reader installed on your personal computer. If you have an older version of Adobe Acrobat, verify that you are able to open PDF files from your internet browser. To make sure your settings are correct, open your current Adobe Acrobat software and click the "edit" menu then select "preferences." In the list of categories, select "internet" and check the box next to "display PDF in browser." Then click "OK."

If you do not have Adobe Acrobat software on your computer, instructions for downloading and installing Adobe Reader can be found on the Adobe website at <http://get.adobe.com/reader/>

The PDF files can best be viewed using the Internet Explorer browser. You can also use Safari with the following plug-in: <http://www.schubert-it.com/pluginpdf>. Note: The newest versions of Firefox will NOT allow you to view PDF files.

Once Adobe Reader or the PDF plug-in has been installed, you may access the Focused Report and the QEP files using the website, as described below.

Website To access the entire Focused Report, click on the "Focused Report" link in the center navigation bar. All responses for this report are contained in a single Adobe Acrobat document. Likewise, to access the entire QEP and its appendices, click on the "CARE" logo on the right side of the web page. To access the narrative responses within the original Compliance Report, click on the "Compliance Report" link in the center navigation bar. This will take you to a second web page which has a list of links to the individual narratives. While reading responses in each report, you may access supporting documentation by clicking the blue hot links within the narrative or in the "Supporting Documentation and Evidence" section at the end of each narrative. *While viewing each response, navigation back to the previous document is achieved by clicking the blue "back" arrow at the upper left corner of your internet browser.* In the event of a faulty link, the supporting documents for the Focused Report have also been included in a folder in your flash drive.

Overview of the Report Organization

The website includes an Overview that provides quick links to specific sections of accreditation materials. The three main sections are General Information, Compliance Certification, and Quality Enhancement Plan.

General Information The General Information section introduces the Texas A&M Health Science Center and includes a welcome letter from Dr. Nancy Dickey, a brief history of the Health Science Center, organizational charts showing the administrative structure of the institution and the Texas A&M System, and links to key documents. The SACS Orientation is a “prezi” slideshow that includes pictorial views of the Health Science Center campuses. (Just click on the “SACS Orientation” link; then use the large arrow at the bottom of the screen to navigate through these slides.) The most frequently referenced documents in the Compliance Certification Report include the 2011-2015 Strategic Plan, the Fact Book, the Course Catalog, student handbooks, program accreditations, and faculty rosters. Therefore, links to these documents are available on the Overview page. There is also a brief explanation of the differences between the Texas A&M Health Science Center and a general academic institution in the document titled “Why We Are Different.”

Note About the Faculty Rosters Supporting documents regarding the faculty members cited in the Focused Report are included in the 3.7.1 response and in the folder on your flash drive.

If you would like to access the entire faculty rosters, go to the url provided in the flash drive (<http://www.tamhsc.edu/about/accreditation/sacs/rosters/index.html>) or click on the faculty rosters link on the accreditation web page. From the roster page click on the name of a particular college, enter the user name and password (provided in your flash drive), and a prompt will appear that asks you to download a zip file. Select the “save” option to download these files to your computer desktop. (Be aware that these are large files so this process may take a few minutes). Once the download is complete, unzip or “extract” the zip file; once the file is unzipped or extracted, then double click on the college folder inside (it will have an acronym like BCD, COM, SRPH, etc.). Inside the folder, you will see a series of folders plus a single PDF file named “Master_<college>_SACS_Faculty_Roster.pdf”. Click on this Master Roster file to access the faculty roster for that particular college. You can then click on individual faculty members’ names on the roster page to pull up supporting documentation. Repeat this download process for each college’s faculty roster. *HINT: While viewing each roster page, navigation back to the previous document is achieved by right clicking your mouse and selecting “previous view” or by clicking the “view” menu at the top of your screen, then “Go To” and then “previous view.” Note: If you click on a transcript and a black screen appears, look to the right of the scroll bar for a white strip. Click on this strip to see the full transcript graphic.* If you encounter any technical issues with opening or extracting the zip files or with the links, you can also access the individual faculty members’ credentials and documentation by double clicking on their individual folder.

Compliance Certification The Compliance Certification section contains links to the Focused Report and the Compliance Certification Report, as well as the Institutional Summary

form and a list of recently approved substantive changes. The Focused Report and the Compliance Certification Report include narrative responses and supporting documentation for the applicable principals of accreditation. Each narrative response page is divided into the following four areas of information:

1. Requirement or standard
2. Judgment of compliance
3. Rationale for judgment of compliance
4. Supporting documentation

The Focused Report also contains findings of the off-site review committee and institutional actions taken in response.

Note About Links to Websites Most references to institutional web pages contain links to PDF “snapshots” of these pages instead of live links. However, any links within the PDF snapshot are functional and can be used to further explore the featured web page.

Quality Enhancement Plan The Quality Enhancement Plan section contains the QEP narrative and all of the appendices in a single PDF document. To access the QEP document, simply click on the “CARE” logo at the top of this section. The Quality Enhancement Plan section also has links to archived news articles, and a student-created video, that were used to publicize the QEP effort.

Contact Information

Technical questions about this website should be directed to the webmaster, Darrell Wiggins at wiggins@tamhsc.edu or (979) 436-0927 (Monday-Friday, 8:00 a.m. – 5:00 p.m. Central Time); OR to Jeremy Tarpley at tarpley@tamhsc.edu or (979) 739-1978 (Monday-Friday, 8:00 a.m. – 5:00 p.m. Central Time and after hours as needed).

Other questions should be directed to the Accreditation Liaison, Roderick McCallum, PhD, at mccallum@tamhsc.edu or (979) 458-7211.