



July 8, 2016

Mr. David A. Armstrong  
President  
Thomas More College  
333 Thomas More Parkway  
Crestview Hills, KY 41017-3495

Dear President Armstrong:

The Committee on Fifth-Year Interim Reports reviewed the institution's compliance with the 17 select standards of the *Principles of Accreditation* outlined in the Commission's Fifth-Year Interim Report. Based only on those reviewed standards, the institution is requested to submit a Referral Report to SACSCOC due **April 3, 2017**, addressing the following referenced standards of the *Principles*:

**3.3.1.1 (Institutional effectiveness: educational programs)**

*This standard expects an institution to identify expected outcomes, assess the extent to which it achieves these outcomes, and provide evidence of improvement based on analysis of the results in its educational programs, including student learning outcomes.*

The institution did not provide sufficient information to determine whether the information provided was a credible, representative sample of the institution's programs at all levels, and specifically whether this data included adult and professional programs.

If sampling is used, provide representative samples that reflect the mission of the institution and the full array of educational programs offered, including those offered via distance learning and at off-campus instructional sites. In addition, the institution should make a compelling case as to why the sampling and assessment findings are an appropriate representation of the institution's programs.

**CS 3.13 (Policy compliance)**

*This standard expects an institution to comply with the policies of the Commission on Colleges.*

**3.13 C "Reaffirmation of Accreditation and Subsequent Reports"**

Although the institution indicated that it had several programs offered partially or completely online, there was no mention of online courses in the body of the report. Information about online faculty would be appropriate in the narrative about full time faculty (CR 2.8); information about student learning in online courses should be in the sections on institutional effectiveness (CS 3.3.1.1) and student achievement (FR 4.1).

**FR 4.7 (Title IV program responsibilities)**

*This standard expects an institution to be in compliance with its program responsibilities under Title IV of the most recent Higher Education Act as amended.*



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The Committee noted several audit findings, including repeat findings from a prior year. Although the findings are not considered material weaknesses, they are still required to be reported in accordance with Section 510(a) of OMB Circular A-133. Management has prepared and submitted a corrective action plan for all findings but the institution needs to document that this plan has resolved the outstanding findings.

#### **QEP Impact Report**

The Committee also reviewed the institution's QEP Impact Report. The report was accepted with the following comments:

The institution has adequately described the initial goals and intended outcomes of its QEP, discussed the limited changes made in the QEP, discussed the impact on student learning and/or the environment supporting student learning, and described what the institution has learned as a result of the QEP experience. No additional report required.

Guidelines for the Referral Report are enclosed. Because it is essential that institutions follow these guidelines, please make certain that those responsible for preparing the report receive the document. When submitting your report, please send **five copies** to your SACSCOC staff representative.

Reports requested by the Committee on Fifth-Year Interim Reports will be forwarded to the Committees on Compliance and Reports (C & R), standing committees of SACSCOC Board of Trustees, for action at the meeting immediately following the due date of the Referral Report. The review by C & R will begin a two-year monitoring period within which your institution must document compliance with all the identified standards above.

We appreciate your continued support of the activities of SACSCOC. If you have questions, please contact the Commission staff member assigned to your institution.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW:ecr

Enclosure

cc: Dr. Mary P. Kirk, Vice President, SACSCOC