

SACS Compliance Certification Team Leaders Meeting Minutes

Date: Jan. 17, 2012

Place: MM 135

Time: 3pm

Chair: Dr. Laura Stafford

Team Leader Attendees: Gary Stretcher, Shannon Harris, Janis Hutchins, Charles Gongre, Carol Barbay, Peter Kaatrude, Ed Quist, Tom Neal, Claire Thomason, Diane Granger, Linda McGee, Nancy Cammack

Absent: Quist

Special Called meeting for updates from Advisory Visit on Jan. 9 & 10, 2012.

Call to order by Stafford at 3:05 pm

Approval of last meeting's minutes of 12/12/2011

Motioned by: Janis Hutchins

Seconded by: Charles Gongre

Voted Approved

Issues discussed in the meeting:

1. General Instructions for draft revision projects. –Stafford explained that she had contacted certain Leaders to complete “chart” projects or specific re-writes and those projects should be completed in the next two weeks. All others would be on standby if they had not received personal instructions.

2. Handout list of document updates. – Stafford provided a list of 2011 updated documents that team leaders do need to check their sections to make sure the links are connected to the most current document.

3. Discussion:

Between Linda McGee, Gary Stretcher, Laura Stafford about how the Faculty Roster would be organized. Now it is alphabetical and the suggestion has been made to have it by department or discipline because several faculty are in multiple departments. Further discussion is required because it impacts how the Faculty Credentials Folder is organized.

Kaatrude asked for clarification about Document Directory sources and the Requirement Sources box. The Document Directory is for multipage documents that you want to link to a individual page. The writer must select the page that is to show up when the link is selected. The Requirements Sources box is for 1 page (or a few pages) that will open at the beginning every time. He has a 6 page document that the reviewer needs to see all of it and he will put that in the Requirements Sources Box.

Please look in the Document Directory to see if I have already loaded the large documents that you want to refer to in your narrative.

Stafford will be making individual appointments with leaders to work on sections. She is available every Tuesday and Thursday and MWF after 1:30.

Meetings are planned with Laura Stafford:

Friday Jan. 20 at 1pm -- Gwen Reck, Ben Stafford Business Office

Monday Jan. 23 at 1:30pm – Diane Granger MM 149

Will meet with Carol Barbay next week but no specific date made.

Team Leaders :

Governance/Administration:(Stretcher/Harris)

Institutional Effectiveness: (Cammack)

Educational Programs Part I: (Gongre)

Educational Programs Part II: (Hutchins)

Faculty: (McGee/Barbay)

Library and Other Learning Resources: (Katrude/Quist)

Student Affairs and Services: (Neal/Thomason)

Financial and Physical Resources: (Granger)

Editorial Committee: (Stafford)

New Business:

- Next meeting will be called only if necessary, Deadline for any and all revisions is Feb. 29th. Compliance Assist needs 4 working days to turn the website into flash drives and the last possible mail out date is March 12th. The committee recommends trying to mail out on March 9th since the 12th is in Spring Break.

Announcements: Catalog changes must be in by Feb. 15th. Neal shared that a site location is being developed so that corrections can be made to the Catalog easily. It will be a sandbox that information can be check, changed and then it will be sent back to verify that the change was corrected. There will be templates and tools that will help the process. A meeting in the near future will be announced to learn how to use the site.

Adjourn: __3:38_____