

SACS Compliance Certification Team Leaders Meeting Minutes

Date: Jan. 24, 2011

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: Claire Thomason-emergency apointment., Kaatrude –ill.

Scheduled Meeting for CCTeam Leader Progress Reports.

Call to order by Stafford at 3pm

Approval of last meeting's minutes of 12/13/2010

Motioned by: Ed Quist

Seconded by: Charles Gonre

Voted: Approved

Goals for meeting:

1. Update on current work for April Report and how it will help the audit.

Stafford gave a brief update on the results of the meetings with the consultant Dr. Barbara Jones and the creation of the PSLO charts which will help the overall audit. The deadline for rough draft is still April 29, 2011.

2. Receive team leader reports as to what progress or problems have occurred since December meeting.

Team Leader Reports: (3 minutes each)

Governance/Administration:(Stretcher/Harris) Harris reported that she has received some information from the Systems Office but is waiting to hear about "liability" in regard to Board members. She thinks after a Feb. 1 deadline she has on another project that she can focus on her assigned narratives. Stretcher also will be able to focus on this section when the recent assessment of PSLO is completed.

Institutional Effectiveness: (Cammack) Cammack successfully upload several major documents to the Compliance Assist Directory for other teams; including the Noel Levitz survey item summary. This gives overall averages of rating self satisfaction levels item by item. This data will help the Library team and Student services team. Each team was encouraged to check the Document Directory to see the recent uploads. Cammack is also checking the SACCOG site daily for updates and she passed on the new Faculty Roster link information to the Faculty team.

Educational Programs Part I: (Gongre) Gongre reported that he looks at his section of the report daily, but has focused his efforts on the AA & AS PSLO construction, review and analysis. He explained that the AS degree has not had a graduate in a while and in the next catalog the AS will not be included. Neal did ask that as changes are made to keep in mind that the Dept. of Education requires 12 hours of so specific for that degree so it is best that the degree plan is flexible. He also explained that Banner is now giving students a print out of all the courses that they have taken and how they apply to their degree plan. This is helping the students and advisors track the completion of the core.

Educational Programs Part II: (Hutchins) Hutchins reported that she can see the extensive work she has been doing for the consultant's part of the PSLO project will fit right in with her section of the audit. Also the rubric Stafford gave her from the Dec. SACS annual meeting now makes more sense and will be very helpful in analyzing our core curriculum.

Faculty: (McGee/Barbay) McGee continues to work on 2.8 and has requested more information from Cammack about the # of full time. She has made progress on the roster. Barbay continues to work on evaluation, faculty development, academic freedom, and role of faculty in governance. She has some data action requests outstanding and knows it may take Cammack a couple of weeks to get back with her due to the current project. Barbay will contact Stafford for some additional help with the Compliance Assist program to connect the pdf page number in the narrative.

Library and Other Learning Resources: (Katrude/Quist) Quist reported for the team since Katrude was out that he can now get into the Compliance Assist site, but that Katrude has been sending him material to review. Thanked Stafford for help him onto the site. 3.8.1 is one section that the team would like an additional faculty survey for data and they will check out the Noel Levitz that Cammack has uploaded. It is close to being completed and 3.8.3 is considered finished.

Student Affairs and Services: (Neal/Thomason) Neal reported that as an outgrowth of the last meeting he met with Keith Cockrell, Claire Thomason, and Laura Stafford. The direction the team is taking is to collect artifacts including advertising, case examples and to track what changes have occurred. He will get with Cammack to see what size PDF the Compliance Assist can hold because the Graduating SOIS summary is very large. Hutchins asked at that time if the degree plan's 15 hours can be used as an artifact. After discussion it was agreed that it could be and Neal pointed out that the feature on Banner could print all the courses a student has completed because they are using it for the THEA students in track the remedial but it is used for all. If a degree plan is changed he needs to know because it will alter the CAPPS electronic snap shot of the student's records.

Financial and Physical Resources: (Granger) Granger reported that more has been added to the narrative on 2.1 and will check on what Cammack upload in terms of the Noel Levitz summary has. She has been focused on the QAT subcommittee work on PSLO rubrics but plans to have a subcommittee meeting soon. Also she thinks after the Jan. 31st meeting of the SACS Leadership Atlanta that more will be understood about the financial requirements.

Editorial Committee: (Stafford) Stafford reminded all team leaders to please use the Writer's Guide as they are working on the narratives to provide consistency.

New Business:

- Next meeting scheduled for **_FEB. 21___ 2011 at 3:00 in MM 135**
Task: Continue working on team sections.

Announcements:

Adjourn: ___4:02pm_____