

SACS Compliance Certification Team Leaders Meeting Minutes

Date: Feb. 21, 2011

Place: MM 135

Time: 3pm

Chair: Dr. Laura Stafford

Team Leader Attendees: Janis Hutchins, Carol Barbay, Ed Quist, Tom Neal, Claire Thomason, Diane Granger, Linda McGee

Absent: Nancy Cammack, David Sorrells (at Assessment Conference), Shannon Harris, Gary Stretcher, Peter Kaatrude, and Charles Gongre

Scheduled Meeting for CCTeam Leader Progress Reports.

Call to order by Stafford at 3pm

Approval of last meeting's minutes of 1/24/2011

Motioned by: Diane Granger

Seconded by: Claire Thomason and Ed Quist

Voted Approved

Goals for meeting:

1. Distribute handout from SACS Coordinator Nancy Cammack: concerning Distance Education in the Compliance Certification narratives. We discussed the "Blank Form" syndrome which is to be avoided in the narrative support document section. Show SACS reviewers forms filled out with names of people removed. Stafford also shared the Reviewers Rubric given at the January SACS Leadership meeting that is giving us the guidelines for meeting or not meeting compliance on any of the sections. Will bring more copies to next meeting.
2. Receive team leader reports as to what progress or problems have occurred since January meeting.

Team Leader Reports: (3 minutes each)

Governance/Administration:(Stretcher/Harris) Not present to report.

Institutional Effectiveness: (Cammack) Sent her list of completion before leaving for the assessment conference.

Educational Programs Part I: (Gongre) Sent memo of progress made on his narratives.

Educational Programs Part II: (Hutchins) Hutchins submitted a detail report in print of narratives and documentation and gave details in the meeting of the progress. Discussion proceeded about creating PDF pages that would go in the Resource Box. Questions of how to create the hyper links were raised and discussed. The meeting next Wednesday of the GEN ED committee is important for her in determining additional information for 2.7.4 and syllabi off the campus web site may be the type of evidence for 2.7.2. On section 3.5.2 it was discussed what would be used as evidence such as samples of student degree plans.

Faculty: (McGee/Barbay) McGee reported that she has stopped working on the narratives to focus on transcript evaluation and creating the Faculty Roster for Spring 2011. Barbay has emails out to folks to collect information and has some general editing or revising ready. May need some additional help with page links to Directory sources and has a few

outstanding Data Requests. Stafford assured her that Cammack is aware of them and responses are in progress.

Library and Other Learning Resources: (Kaatrude/Quist) Quest reported that he thought the Library section was pretty much set until this new handout. He would get back with Kaatrude and see how it changes their section.

Student Affairs and Services: (Neal/Thomason) Neal reported that a subcommittee meeting met last week with Thomason, Cockrell, Stafford and Neal to go over Compliance Assist issues and determine materials needed as evidence. He feels that slowly they are catching up and making progress.

Financial and Physical Resources: (Granger) Granger reported having a subcommittee meeting last week as well. The information in most sections are at an editing stage and they are adding documents. The work is almost finished and ready for review. They plan to meet with VP Reck in the near future and Cammack is coordinating that meeting.

Editorial Committee: (Stafford) Stafford reminded all that the April 29th deadline is still in effect even though many are working very hard on other reports which are due about the same time. We did have a lively discussion generated by Quist about the many Faculty Development meetings that were also being held and Hutchins beautifully explained how this assessment training was beneficial not only at the course level but for the entire planning process of the college. The PSL0 approach helps identify specific improvements for programs so that the planning meetings are not just about budgets but significant growth for programs. Stafford encouraged those who already utilize this method to help other faculty members who are having questions or struggles as they convert to this approach. It was agreed that the faculty is stretched in finding time for the additional meetings but the overall improvements of getting the faculty all on the same page in understanding the approach is valuable.

New Business:

- Next meeting scheduled for __Mar. 14__ 2011 at 3:00 in MM 135
Task: Continue working on team sections. Only report on problems at the next meeting.

No Announcements:

Adjourn: ____3:55pm_____