

## SACS Compliance Certification Team Leaders Meeting Agenda

Date: March 14, 2011

Place: MM 135

Time: 3pm

Chair: Dr. Laura Stafford

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

Absent: Charles Gongre

Scheduled Meeting for CCTeam Leader Progress Reports.

Call to order by Stafford at 3:10 pm

Approval of last meeting's minutes of 2/21/2011

Motioned by: Stretcher

Seconded by: Quist

Voted Approved

Goals for meeting:

1. Stafford distributed handout from VP Michael Johnson from Jan. SACS Leadership meeting which give the Top 12 tips he recommends for reaffirmation.

2. Cammack gave an update on revisions from the SACS COC web site particularly the Handbook for Institutions Seeking Reaffirmation Feb. 2011. It can be found under the Institutional Resources. She drew our attention to Appendix 2.1 Compliance Components and also discussed linking to other standards in the narratives. Then the discussion turned to the new glossary that is included at the back of the Handbook which has been used by Cammack and Gongre in regard to consortia agreements. Check the SACS definitions first.

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

Team Leader Reports: (3 minutes each)

Governance/Administration:(Stretcher/Harris) Stretcher reported progress on two standards with documents to load in the Resource box and he is working on two more with additional work on the substantive change standard. He did ask Cammack to discuss the request for data procedure to help make it as efficient as possible. Harris gave a detailed status report on each of her standards.

2.2 needs a table created as a PDF and put in the Resource box for that standard

2.4 suggested that the job description from the System and our own HR be placed as a PDF in the Resource box

2.6 had a question if it should be this current semester and it was suggested that we get with Sorrells for the list of Degree and if Banner can generate a report with the number of students who are in each program.

3.2.3 she is getting the evidence of the policy

3.2.5 it was recommended that she take only the page from the Texas Constitution that is needed as evidence, make it a PDF and place it in the Resource box.

3.2.6 question how to show compliance and the suggestion of using minutes or agendas from the board meetings would show how it is done.

2.11.12 & .13 she is waiting on documents requested

Institutional Effectiveness: (Cammack) Cammack reported no problems in her area. She has narratives for each of her assigned standards. 3.3.1.1 is waiting on the results of the assessment project and 3.3.1.2 & 3 have a meeting with the administrative units as to goals, outcomes, and results. The Mission is going before committee for discussion and is scheduled to go to the System Board meeting in May. The working copy was distributed to those who need it, but it is not the publishable version yet.

Educational Programs Part I: (Gongre) Gongre submitted his report early since he would miss this meeting. In summary his primary questions are on 3.4.7 about consortial agreements and contracts which will be investigated. Cammack did suggest the Handbook Glossary would be the first line to establish definitions of these arrangements. 3.4.10 needs work in showing how the program approval rests with faculty. Open to suggestions of what evidence to use. 3.4.11 brings the question of what goes in the roster to prove the qualified people are in charge for each major. He asks that we check with our consultant on this one. On 3.4.12 he has contacted Dupuis and McIntire about number of computer labs available to students and other technology issues. He does have question if prison classes are included in 4.2, other than that it is mostly complete.

Educational Programs Part II: (Hutchins) Hutchins reported that 2.7.1 is in good shape with documents and 2.7.2 has a very good answer for both the technical side and academic side to show coherent course of study. Also meetings have been held to standardize the way all AAS degrees are listed in the catalog. These changes will be in the 2011-12 Catalog. Finally she discussed that she used Cammack's handout for 2.7.3 and use the table approach to document the General Education. A discussion followed about what was a "pure" Humanities and it was suggested that we list what is currently in our Chart I and Chart II in those sections under Humanities and Humanities / Performing Arts. It was recommended that we look at the SACS definition of the Humanities or explain why we include courses in that core curriculum section of the Chart.

Faculty: (McGee/Barbay) McGee reported working on narrative for 2.8.3 and the checking on faculty credentials and she will get with Granger about the staff qualifications for 3.11.2. Barbay thanked Cammack for responses to data requests and Cammack also noted that some of Barbay's narratives mention data requests that she is not aware of so they may be only personal notes in the narrative or if Barbay could resend any request she hadn't acknowledge yet. That was agreed upon. Barbay is continuing to work on 3.7.2 thru .5 linking new reference to documents in the Resource box and Document Directory. A discussion followed about problems with evaluating distance education and it was suggested to get the results from the online class evaluation done in Fall 2010 and start from there. Kaatrude also brought up the need for additional survey evaluations of support services from the distance education population.

Library and Other Learning Resources: (Katrude/Quist) Katrude further discussed that if we used the online version of the Nowell Levitz survey it would be very helpful. He also needs more faculty input as to services used. Cammack suggested the Organization Excellence survey that the state conducts could be helpful. This is an area that needs follow up.

Student Affairs and Services: (Neal/Thomason) Both Neal and Thomason report that work is in progress and Neal agreed that the past graduation survey didn't address the online elements and a way to collect information from that population that specifically addresses what aspects of the services are being used from the online perspective was needed.

Financial and Physical Resources: (Granger) Granger submitted a typed list of question and problems. She too needs surveys of faculty and staff satisfaction or use of the institutions physical facilities and if the Nowell Levitz has that she would like to use it in the narrative. Also she needs a Financial Aid Audit from 2009 on and it was discussed should she go to Neal or Hargett to get the information. Cammack then talked about the flow still needs to go through IE to make sure the correct people are getting the requests and that they not be hit from all sides with requests of similar pieces of data.

Editorial Committee: (Stafford) Stafford encouraged team leaders to use the Writing Guide to construct the narratives and it was discovered that several did not have it in the notebooks, so Stafford will send it to Cammack to upload on the SACS page of our Web site so all can access it.

New Business:

- Next meeting scheduled for \_\_April 4\_\_ 2011 at 3:00 in MM 135  
Task: Continue working on team sections (6 weeks before rough draft is due)

Announcements:

Adjourn: \_\_\_\_4:33\_\_\_\_