

# SACS Compliance Certification Team Leaders Meeting Minutes

Date: May 2, 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: Gary Stretcher, Ed Quist,

Scheduled Meeting for CCTeam Leader Progress Reports.

Call to order by Stafford at 3pm

Approval of last meeting's minutes of 4/04/2011

Motioned by: Diane Granger

Seconded by: Charles Gongre

Voted Approved

Goals for meeting:

## **1. Report on the completion of the Rough Draft of Compliance Audit.**

Stafford reported that most of the narratives are complete but there are still outstanding documents that need to be linked. She complimented the group at working as hard as they have at reaching this deadline and announced that the audit phrase is considered complete. People do have till the end of May to finish linking pdf documents to their narratives. She then explained that each team leader should make a list of places in their narratives that will need the update to the new 2011-2012 Catalog so they can add that link in the Fall. We will not replace the link already created but add a new one to show the reviewers that change has occurred and improvements made. On the board she put the type of document format to follow. It included:

# of principle	description of information	document
3.5.2	gen ed requirements	Catalog

This list should be created now while it is fresh in everyone's minds so the update will be easy to do in the Fall. Additionally, 3.13.1 about being in compliance with all SACS / COC policies is a section that Stafford and Cammack will work on because it has not been officially assigned to a team and there have been updated requirements made by SACS.

Kaatrude asked what the revision schedule would be and Stafford said that this question led into the second item on the agenda.

## **2. Summer Review Phase**

This will begin in July after Stafford and Cammack have focused on the report narratives from mid May through June. In July and August the narratives will be sent to different team leaders to read and make comments to see if fresh eyes can find any problems or if any of the links are not working. It was suggested that readers should use their home computers or lap tops to make sure the links work.

**Revision of Final Report** with updates on document links (particularly to the Catalog) will take place during the Fall of 2011 which is our snapshot semester. There will be program assessment information that has to be added at the end of December in 3.3.1.1, but for the most part all narratives end with the conclusion of the Fall 2011 data. Any additional updates would have to go in the addendum because we mail the final compliance certification report on March 12, 2012.

3. Kaatrude asked who would be the editors for the report and suggested Gongre be part of that group. He graciously declined and Stafford and Cammack reminded the group that we do have an editorial team of Michelle Judice, Peggy Knight, Laura Stafford, and the only one we have to replace is Patricia Schipplein who was our technical editor. Some team leaders voiced concern over technical problems such as bulleted lists, line spacing, and indenting quotes. It was recommended that the writer select the section in question and use the "clear all formatting" to control the format issues.

4. Stafford did bring up two questions that had been brought to her attention. First, the question of the Syllabus Template which is on the Website does not match the online syllabus that we have to complete to be compliant with Texas state law. Gongre suggested that this be brought to Dr. Stretcher's attention and Cammack suggested that to initially tell new faculty to use the online syllabus since it was required by state law. We would also like the copyright policy and assessment statements to be put on the online syllabus so instructors do not have to add it each time. The second item was to let Neal know about two problems with the website information both in the Students Right to Know section. One dealt with the security safety data of 2008 and a link to the number of graduates per program. A discussion occurred about how to get the number of students in each program identified within the Banner because Harris needs that in her report section and Neal pointed out it may be Petra who could get that information. Stafford concluded that she and Cammack would address that issue.

In concluding the meeting Stafford stated that she would continue to work individually with team leaders to get documents linked within their narratives, particularly the two weeks after finals. Through the summer she will contact team leaders as needed for reviewing sections by email and responses can be returned by email.

New Business:

- Next meeting scheduled for \_\_\_\_September 12\_\_\_\_ \_\_ 2011 at 3:00 in MM 135

Adjourn: \_\_\_\_3:45pm\_\_\_\_\_