

## SACS Compliance Certification Team Leaders Meeting Minutes

Date: Oct. 10, 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: Quist

Scheduled Meeting for CCTeam Leader Progress Reports.

Call to order by Stafford at 3:00pm

Approval of last meeting's minutes of 9/12/2011

Motioned by: Nancy Cammack

Seconded by: Carol Barbay

Voted Approved

Goal for meeting: Status reports from Team Leaders

### Team Leaders :

Governance/Administration:(Stretcher/Harris) Harris reported updating the support documents in each of her narratives. She has received 15 of the 80 pages of the Student Athletic Handbook, but the early part has the information about Dr. Monroe that she needs. She has received information from the Board in response to her requests for documentation on several of her narratives. Progress is being made.

Institutional Effectiveness: (Cammack) Cammack reported that her documents of support are being worked on and she is responding to B. Jones suggestions.

Educational Programs Part I: (Gongre) Stafford reported that the narratives documents are being updated.

Educational Programs Part II: (Hutchins)Hutchins reported that the documents updates and folder construction is continuing and she is preparing for a site visit which hopefully will gives us some more insight into what visiting teams are looking for in the visit.

Faculty: (McGee/Barbay) McGee is continuing to build the faculty roster and has gathered the faculty load reports which can be scanned into a folder. Discussion covered checking the Faculty Handbook for workload policy.

Library and Other Learning Resources: (Kaatrude/Quist) Kaatrude feels his section is ready for peer review.

Student Affairs and Services: (Neal/Thomason) Thomason reported that each narrative has a response it is just some of the supporting documents that are not quite complete.

Financial and Physical Resources: (Granger) Granger is just waiting on some supporting documents from other departments.

Editorial Committee: (Stafford) Stafford asked the team leaders to try and have the narratives ready for peer review on Nov. 7<sup>th</sup>.

### New Business:

- Next meeting scheduled for \_\_\_Nov. 7,\_\_\_ 2011 at 3:00 in MM 135

Announcements

Adjourn: \_\_\_4:10

Due to work loads the Nov. meeting was rescheduled for Nov. 28, 2011.