

SACS Compliance Certification Team Leaders Meeting Minutes

Date: Nov. 1, 2010

Place: MM 101

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, Nancy Cammack

Absent: Ed Quist

Scheduled Meeting for CCTeam Leader Progress Reports.

Call to order by Stafford at 3pm

Approval of last meeting's minutes of 10/22/2010

Motioned by: Shannon Harris

Seconded by: Charles Gongre

Discussion: Barbay asked about the use of the PDF files in Compliance Assist and Patricia Schipplein gave a brief explanation of how to save documents as a PDF. Then the vote on the minutes of 10/22/2010 was taken.

Voted Approved

During the meeting:

1. Patricia Schipplein of the Editorial Team will explained how to "snip" from Web sites and save the information as a jpg file to use in the narratives. She also offered to help anyone individually who was having difficulty in navigating Compliance Assist or the computer functions on the tool bar in the narrative section.
2. Stafford reported on the Additional Compliance Training from Monday, Oct. 25, 2010 which now has everyone introduced to Compliance Assist except Ed Quist. Kaatrude stated that he felt he could give Quist the narrative information he would need to review without the access to the site itself.
3. The Action Request Form was discussed and final revisions made and Stafford will email the corrected version to all Team Leaders by Tuesday. It was explained that all requests will go to Cammack and then she will forward it to the people who may have the information needed. Gongre asked what would be done with these forms and Stafford explained that these forms provide a tracking of the process of how and what we collect during this audit.
4. A summary of Team leader reports is as follows:
Governance/Administration:(Stretcher/Harris) Both need new access passwords to enter Compliance Assist.
Institutional Effectiveness: (Cammack) No problems getting log on and the work is in progress.
Educational Programs Part I: (Gongre) Stated he would like the 2001-2003 SACS

Self Study back on the campus website to help see how we have addressed these issues in the past. Cammack assured us that the request has been submitted for the report to be on the new SACS Reaffirmation tab of the website.

Educational Programs Part II: (Hutchins) Reported that Fed 4.2 has been addressed and she is receiving information for the exit competencies for General Education course in a table format from the Curriculum Committee. There is still discussion about how those competencies are being evaluated and the CAPPS exams are under consideration.

Faculty: (McGee/Barbay) Reported on 3.7.4 and the work on academic freedom, discussed the Action Request and clarified some of the confusing aspects of it, and asked if feedback would be given in the future to give an indication as to the appropriateness of the work on the narrative. Stafford agreed that on an individual basis each narrative would be reviewed and feedback given.

Library and Other Learning Resources: (Katrude/Quist) Reported access to the Compliance Assist and wasn't concerned that Quist had not received training because he can provide the material to Quist for his review directly.

Student Affairs and Services: (Neal/Thomason) Reported that Neal can access the site but Thomason cannot. Stafford will resolve that issue with Richard Berry. Revision of some documents will be completed before uploading them to the directory.

Financial and Physical Resources: (Granger) Her team can log in and have been working steadily on narratives in her section.

Editorial Committee: (Stafford) Repeated that Patricia Schipplein is willing to help team members who have difficulty in operating the tool bar in Compliance Assist.

New Business:

- Next meeting scheduled for Nov. 15, 2010 at 3:00 in MM

Task: Dr. Stretcher asked for SACS questions to be sent to him by 5pm Tuesday so he can forward them to the association office on Wednesday. This is for the Leadership meeting in January.

1. Send Stafford a PDF of any major document that needs to be added to the Directory. Cammack will send the 2010 Fact Book in PDF form for the Directory.
2. Continue working on team sections.

Announcements: none

Adjourn: ____ 4:15pm_____