

SACS Compliance Certification Team Leaders Meeting Minutes

Date: Nov. 15, 2010

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: Peter Kaatrude – ill, Tom Neal – off campus meeting, Claire Thomason – campus duties

Scheduled Meeting for CCTeam Leader Progress Reports.

Call to order by Stafford at 3pm

Approval of last meeting's minutes of 11/01/2010

Motioned by: Shannon Harris

Seconded by: Carol Barbay

Voted Approved Unanimously

Goals for meeting:

1. Handout revision of Action Report Form
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) Harris reported which standards are her responsibility they include: CR 2.2,2.3,2.6; CS 3.2.2.1, 3.2.3, 3.2.5, 3.2.6, 3.2.11, 3.2.12, 3.2.13, 3.14. Dr. Stretcher is responsible for the other standards assigned to this team. She feels that these are very straightforward and will be using the catalog, TSUS Rules and Regulations for the primary resources.

Institutional Effectiveness: (Cammack) Cammack is focusing on 3.3.1 and the current planning work will be applied to this section. She also made note that she is working on all the data requests that have be currently submitted.

Educational Programs Part I: (Gongre) Gongre's work has been primarily on 3.4.2 and has submitted requests for documents from Cammack.

Educational Programs Part II: (Hutchins) Hutchins has worked on Fed. Requirement 4.4 and she has received charts evaluating the Gen Ed Core competencies that will be used in CS 3.5.1. She reported that not all respondents gave the information in a consistent manner. A lengthy discussion followed concerning the template of the chart and Cammack shared that the SACS templates were suggestions for data collection, but were not prescriptive in being required to use them in our report. The issue of the Texas Coordinating Board's plan to revise the Gen Ed core competencies was also discussed, but it was pointed out that a decision was not planned until fall of 2012. It was concluded that we needed to operate under the current existing charts of exemplary objectives when analyzing how we measure the Gen Ed. It was suggested that the work David Sorrells did for a Coordinating

Board report about the core competencies could be used as supporting documentation and the 5th Year Report could also be helpful in this section of the report.

Faculty: (McGee/Barbay) Barbay reported on the status of CS 3.7.1 has written documentation and that she is working on 3.7.2-.5 in the narrative. Additionally she plans to collect interview data about Faculty Development since this will be a focus of the audit and will include SUMMA evaluation, F.208 and F.208A for Full and Part Faculty, but noted we do not have electronic copies of SUMMA and that further consideration needs to be given as to how we want to document this type of information.

Further discussion

Library and Other Learning Resources: (Katrude/Quist) Katrude out ill but Quist reported that there are sections entered which can be reviewed and that his log on was not working. Stafford will contact Berry to resubmit password for him. Also Katrude has submitted some action requests to Cammack for information.

Student Affairs and Services: (Neal/Thomason) Thomason reported that Stafford and she worked together on the narrative for CR 2.10 and has a better understanding for how to use the documentation process for the report.

Financial and Physical Resources: (Granger) Granger reported on the status 2.11.1 and 2.11.2 as to be saved for later, but that narratives are constructed for 3.10.1-.5 by Ben Stafford. He has made notes in red and yellow as to documents or data that is needed. This is a very helpful way to indicate what is wanted for the narrative. 3.11.1-.2 are also drafted at this time. Stafford awarded Granger with the coveted two headed dragon of Saxony award for having 7 narratives in place at the time of this meeting.

Editorial Committee: (Stafford) The writing guide should be followed when constructing the narratives and writers must save frequently or the time out feature will kick in and information will be lost. Gongre and Cammack agreed with experiencing this problem with Compliance Assist. Also Stafford will distribute the SACS Resource Manuel Preamble and list of SACS Templates which are only suggested ways of giving documentation to certain standards.

New Business:

- Next meeting scheduled for Dec. 13, 2010 at 3:00 in MM 135
Task: Continue working on team sections with the goal of some response in each section by Dec. 13, 2010.

Announcements: Before Tuesday morning Dr. Stretcher needs any question we have for our SACS Liaison so it can be discussed in a session at the SACS meeting. Stretcher also reminded us that the Core Evaluation changes have not been finalized so we need to evaluate what we currently have.

Adjourn: ____ 3:58 ____