

## SACS Compliance Certification Team Leaders Meeting Minutes

Date: Nov. 28, 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: Gongre, Quist, Neal

Scheduled Meeting for CCTeam Leader Progress Reports.

Call to order by Stafford at 3:10pm

Approval of last meeting's minutes of 10/10/2011

Motioned by: Shannon Harris

Seconded by: Claire Thomason

Voted Approved

Discussion of the following in lieu of team leader reports

1. Update on Compliance Assist instructions for linking to folders. Individual documents can be placed in a folder in the Resources Box, but you can't link to the folder. Place a sentence that refers to the folder and what is in it. For example, "The examples of full time faculty F2.08 forms can be found in the Full Time Faculty F2.08 Folder below in Sources. Discussion was held as to why it had to be that way in the Compliance Assist format.

2. Report on division of compliance report for review. Cammack will oversee Governance/Administration, Institutional Effectiveness, Library / Learning resources; Financial and Physical Resources and Stafford will continue to work with Educational Programs I & II, Faculty, and Student Affairs and Services.

New Business:

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

Announcements

Adjourn: \_\_\_3:55