

SACS Compliance Certification Team Leaders Meeting Minutes

Date: Dec. 12, 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: Stretcher, Quist, Neal, Granger

Scheduled Meeting for CCTeam Leader Progress Reports

Call to order by Stafford at 3:05pm

Approval of last meeting's minutes of 11/28/2011

Motioned by: Gongre

Seconded by: Barbay

Voted Amended

Amended because: The number of pages Harris has received in the Student Athletic Handbook is 50 not 15. So corrected.

Goals for meeting:

1. The Compliance Assist Report must be complete and ready for Dr. Johnson to review by Dec. 20, 2011.
2. The following reports were given by team leaders:

Team Leaders :

Governance/Administration:(Stretcher/Harris)Harris- Working on finishing the rest; 3.2.6 governance needs reference document link on the lease agreement Donna provided. 3.2.13 Donna gave the minutes of the Alumnae meeting as example and 3.2.12 needs to include fund raising reference in the narrative.

Institutional Effectiveness: (Cammack) All narratives drafted. Still working on links or updating in 2.4 ,2.5, 3.3.1.1 support and 4.1 is not far from being complete. 3.13 to do.

Educational Programs Part I: (Gongre) drafts are done, but there may be a few more links to add. Laura has helped with the links.

Educational Programs Part II: (Hutchins) 2.71 done, 2.7.2 , 2.7.3 gen ed "breadth & rationale" have a handle on it and updates to new catalog done. 3.5.1 gen ed. Waiting on David to assess the findings ; 3.5.2 done, 3.5.3 update links, 4.4 done .

Faculty: (McGee/Barbay) McGee – gathering data IT for 2.8 Roster moved into 2012. Adding Transcripts, Licenses, and certificates to 3.7.1. Barbay – waiting on the scanning of F.208s, summas that Janet has ready to go. Stafford will work on having that ready for the Dec. 20th deadline.

Library and Other Learning Resources: (Katrude/Quist) Katrude – good to go!!!

Student Affairs and Services: (Neal/Thomason) Thomason – Student Handbook and staff resumes are being worked on for the due date.

Financial and Physical Resources: (Granger) Granger sent this information in an email since she couldn't attend. The narrative Section 3.10.4 refers to the *Business Office Procedures Manual* and that procedures are tested routinely by various auditors, both internal and external. I could not find in the document directory or on the website of the Business Office a "Business Office Procedures Manual". Also, there is no documentation that procedures have been tested. I am sure that Ben has asked for the information but I don't know the results of his inquiry. Should I ask the Business Office again?

Editorial Committee: (Stafford) Stafford – the report does need to be ready for Johnson to review by Dec. 20th. The final grammatical editing will occur in Jan.

New Business:

- Dr. Hutchins shared with us some of the information from her SACS on site visit particularly about accommodations and the kind of IT support that was needed both at the hotel and on campus.
- Next meeting scheduled will be announced through email after we meet with Dr. Johnson. It will be at our regular time of 3:00 in MM 135.

Announcements:

Adjourn: _____