

SACS Compliance Certification Team Leaders Meeting Minutes

Date: Dec. 13, 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: Ed Quist, Tom Neal

Scheduled Meeting for CCTeam Leader Progress Reports.

Call to order by Stafford at 3pm

Approval of last meeting's minutes of 11/15/2010

Motioned by: Stretcher

Seconded by: Granger

Voted Amended

Amended with Harris reporting that to correct 3.2.2.1 which will be Stretcher's responsibility not Harris' and in the report from the Student Affairs and Services Team where the subject should be Stafford reported about the meeting with Thomason. Once these two corrections were discussed the minutes were approved by the group.

Goals for meeting:

1. Share information learned at the SACS Annual meeting pertinent to overall Compliance report.
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 that about 50% of her section was clear and straight forward and she had entered material in the narratives. Still working to collect documentation on the other 50%, particularly about board dismissal and that will come from the System Office. The last three standards she needs intercampus information from Monroe, Stretcher, and McGee. Stretcher added that Scott Street will need to develop a Handbook of Athletic Programs. Stafford brought up the information from the SACS Annual meeting about the "proof of the board" and what would be the type of documentation to include in that core requirement.

Institutional Effectiveness: (Cammack) CR 2.4 /2.5 Mission draft is based on current Mission and 2.5 is not complete and needs more work. 3.3.1 is on hold. Discussion of terms used at the Annual meeting for 2.8 was brought up. "Academic Programs" are referring to disciplines (Eng., Math, History) where as Education Programs are referring to AA degree (major).

Educational Programs Part I: (Gongre) 9 of 13 standards have been worked on and 6 of the 13 have links added. Discussion about copyright issues came up because of workshop from the annual meeting and it was decided that we need copyright awareness for the faculty. Turned this project over to Kaatrude and he will look into developing something that can be distributed to the faculty since the Library keeps up to date on copyright information.

Educational Programs Part II: (Hutchins) Reported that all of her standards have something in the narrative section. 3.5 is the weakest and needs more data on the extent the graduate competencies are evaluated. The CAAPS test is one measure but feels we need more. Stafford shared the definition of “coherent” from the annual meeting information as being the description of the who, what, when, why in justifying the curriculum.

Faculty: (McGee/Barbay) McGee reported that she is working on the spread sheets and templates for faculty qualifications and she has the faculty summary form for update. She is concerned about the Compliance Assist template not have the same number of columns that she wants to use to show the links to the courses chart. This will have to be discussed with Richard Berry. Discussion followed about description of “other duties” and “overload” to be included in 2.8. Barbay has made most progress on the faculty evaluation and academic freedom sections. Further discussion was about justifying not enough work for a full time faculty when the actual number of full to part time is calculated. Barbay will send Action requests to Cammack to determine when and who she can interview to get information about faculty training specifically about faculty development training for online courses. McGee also informed the team leaders that Tammy Riley would be helping this team in the process of collecting data.

Library and Other Learning Resources: (Kaatrude/Quist) Kaatrude reported that Quist still can't get into Compliance Assist and he wants to. On 2.9 he has revised based on the information from the annual meeting. On 3.8.1 he would like a survey from the faculty to use as a gap analysis for his documentation or perhaps the Noel Levitz can be given to a sample of the faculty. 3.8.2 is close to being complete and 3.8.3 he feels meets and exceeds expectations.

Student Affairs and Services: (Neal/Thomason) Thomason reported that there has been work done on 2.1 and 3.91 with student rights and the student handbook and that Neal is working on 3.9.2 and 3.9.3.

Financial and Physical Resources: (Granger) Granger reported that 2.11 .1 & .2 need data but the narratives are coming along. All standards have something in the narratives, but will continue working on them. She did return the blue two headed dragon to be awarded at the end of the meeting.

Editorial Committee: (Stafford) Stafford reported that she felt great at the annual meeting in the workshop on the writer's guide because ours has been developed so early in the process. She asked people to follow it as they write in their narrative sections. Gongre brought up the issue that in the Catalog we have General Policies, Academic Policies and we need a Grievance Policy in the Catalog and the Handbook. What is there now is about conduct. He also brought up the issue of degree titles. We need to clearly communicate to VP Neal about the changes needed in the new Catalog.

New Business:

- Report from David Sorrells about the status of the QEP.
The committee is working hard, but this is not a report on data. Their task is to decide on the topic based on the ideas generated by the Student & Faculty Focus groups
 - Students want:
 1. More sports, Greek life, guest lecturers
 2. Work Ethic – ownership, intentional learners, more active teachers
 3. Learning more interpersonal skills at working together
 4. Better parking, more food choices, more computers available
 - Faculty want:
 1. to teach responsibility, action accountability
 2. more intentional learning , lifetime learning
 3. Communication skills, instruction oriented, campus newsletter
 4. Computer in every classroom at least for instructor, technology training
- Next meeting scheduled for Jan. 24, 2011 at 3:00 in MM 135
Task: Continue working on team sections.

Announcements: Hutchins awarded the blue two-headed dragon for work accomplished on her section and Barbay & McGee awarded the new blue /gold dragon for their work on the faculty section. Congratulations!

Adjourn: ____4:20pm_____