

**April Subcommittee meetings with Dr. Stafford**  
**for assistance with linking on Compliance Assist**

**April 12, 2011 – 11:00 -1pm** with Tom Neal, Claire Thomason, and Keith Cockrell in the conference room of the 3<sup>rd</sup> floor Student Center. We went over each of the teams SACS requirements and standards discussing examples for documentation directly on the Compliance Assist site so we could practice the linking technique. Claire and Diane have made vitas to use as a model for the rest of the staff and Bridget Shahan typed up the list of staff for the Student Services division. Diane Hargett was also called in to respond to Federal Requirement 4.7 and will get material to Keith. Keith asked that as we make comments on the narratives to put them within { } and he will put requests within [ ] so we can keep up with changes. By the end we all felt that we had made significant progress in reaching the deadline of April 30 for the audit.

**April 13, 2011 – 2:00 -3:40pm** with Shannon Harris at the Museum of the Gulf Coast. We were able to cover all of her standards and link them appropriately. She is still waiting for a few items from the President's office but we know what it will be. As we took information off the Lamarpa Website we did put the URL at the top of the page to anchor where it had been retrieved. This is something I will pass on to others. Also discovered that if a link needs to be removed just select the phrase and hit backspace. One piece of info she still needs is the number of students per degree program for each semester. We also discovered a few errors on the website in terms of the correct degrees listed. I am going to give the corrected list to Tommy Fauth on Thursday.

**April 14, 2011 – 10-12noon and 1:00-2:00pm** met with Charles Gongre and helped him go through the linking process on 4 of his standards. Also helped retrieve documentation from past committee meetings, emails and memos that will be used as artifacts of proof in several different standards but primarily with the Curriculum committee and the examples of how student complaints on academic issues are handled. He does want to meet next week to continue examining each of his standards.

**April 14, 2011 – 2:00-6:00pm** met with Carol Barbay about her section of Faculty and covered each of her standards in great detail. We established links in some of her standards and discovered we need a survey for the upcoming faculty development day to collect statistical data covering several aspects of faculty evaluations and support of the college for faculty development. I will design the survey to be administered on Thursday April 21,2011.

**April 15, 2011 – the 1:00** meeting with Jodi Hutchens had to be rescheduled for Tuesday April 19<sup>th</sup> at 10:30. But I have briefly met with her on Monday April 18<sup>th</sup> about the assessment of general competencies for graduates and we are constructing an exam for graduates for spring 2011.

**April 19, 2011 – 9:30-10:30am** met with Linda McGee in the Human Resources office to go over CR 2.8 Faculty. She is still waiting on statistics from Cammack about number of faculty contact hours, but she has a chart developed for tracking it. We also discussed whether the charts would go directly into the narratives or not. They seem small enough to go into the narrative. The Faculty Roster will be larger and she is concerned about how we will link courses to our catalog and transcripts. If we are going to include transcripts in CS 3.7 then that needs to start now. I said I would talk to Cammack to decide if we wanted to go to the Faculty Credentials on Compliance Assist or not. We also made sure that she was using the 2010 Catalog references to course names and we would link to the new catalog when it is available for fall 2011. Note: here is what I sent Linda in an email of April 19<sup>th</sup>.

Nancy and I conferred and we will put the chart as is into the narrative so we can link to documents or files in the required resource box. So yes we can start scanning transcripts. Use last name\_first initial PhdMS as the name of the PDF, scan highest to lowest degree all in one pdf. Once it is scanned the file can be renamed if necessary. Once individual files are made we can upload them in a folder for Academic and a folder for Tech.

**April 19, 2011 – 10:45- 11:30** met with Jodie Hutchins about her section of Education Programs. She has responses in all of her narratives and many links already established. She does need the General Education Committee to give her written purpose and goals of our gen ed program and minutes of their meetings as artifacts. She is to call David Sorrells who is in charge of the committee for this information. For 3.5.2 we decided to give an example degree plan for one tech program and one academic emphasis program with the courses identified in the catalog to prove that more than 25% is required. The biggest issue is capturing graduate competencies for our gen ed and we are constructing an exam to be given during final exam week to the current graduates as our pilot assessment. David Sorrells is constructing the exam which will be given to James Powell, Cindy Guidry, Bill Address, Shelia Guillot, Kristel Kemmerer, Laura Stafford to be administered to current graduates during exam week. First week of May is our target for completion of the exam and giving the results to Laura Stafford by the end of the semester for assessment purposes.

**April 21, 2011** – Faculty Development Day – Stafford gave the faculty a survey to help collect data for Carol Barbay's section and exam questions for the Graduate Exam over Gen Ed Competencies.

**April 25, 2011 – 2:30 – 4pm** met with Charles Gongre to continue collecting artifacts and linking pages within the narratives.

**April 28, 2011 – 1:30- 3:00pm** met with Gary Stretcher going over the procedure to link within the narrative to the Resource Box and the Document Directory Box. Covered three of his narratives in detail and he felt confident to continue the linking procedure on the other narratives.