

SACS COMPLIANCE COMMITTEE

Smith-Hutson Banking Center
Meetings of December 13, 2007, 3:00 p.m.

Members Present: Muehsam (Chair), Ashorn, Caso, Cushman, Eglsaer, Gilcrease, Hebert, Holder, Ilfrey, May, Morris, Mullings, Pruitt, Ringo, and Tayebi

Guest: Jacob Chandler

1. Minutes of May 15, May 22 and November 20, 2007 meetings
Action: Motion for approval by Gilcrease, second by Ringo; passed.
2. The committee reviewed the revised SACS website template created by computer services. Committee members made positive comments about the website and were in favor of proceeding with making the site live.
3. Somer showed the committee members the folder structure that had been created on the T:drive. A "SACS 2009" folder and two sub-folders, "Key Source Documents" and "Supporting Documents for Principles" were created. A brief explanation of each folder was given.
4. Ann Holder gave a presentation on how supporting documentation should be named. By using a uniform naming convention, supporting documentation and the related links will be more efficiently and effectively located and referenced. A handout was distributed containing examples and instructions for naming supporting documentation. Lynn McMMain can address questions relating to the naming convention.
5. Somer gave a presentation on how to work with PDF documents. Specifically, she demonstrated how to (1) convert an electronic document to PDF format, (2) extract pages from a multi-page PDF document, and (3) highlight text within a PDF document. A handout containing this information was provided.

Members were asked to begin saving their supporting documents (in PDF format) in the appropriate standard folders on the T:drive (SACS 2009).

6. Dr. Muehsam informed the committee that a standard would be completed by mid-January and provided to Computer Services. The standard will be used to create a template/format in which standards and related supporting documentation will be viewed by the SACS review team.
7. Next Meeting: week after spring classes begin. Committee members were asked to work on their standards over the break.

Somer Smith