

SACS COMPLIANCE COMMITTEE

Lowman Student Center, Room 304
Meetings of April 23, 2007, 1:30 p.m.

Members Present: Muehsam (Chair), Ashorn, Busby (for Ringo), Caso, Constance, Gilcrease, Gilliam, Hebert, Holder, Ilfrey, Mabry, May, Mullings, Nichter, Plugge, Pruitt, Tayebi, and Truax

1. Dr. Muehsam welcomed and thanked the committee members for their attendance.
2. Minutes of April 3, 2007 meeting
Action: Motion for approval by Tayebi, second by Mullings; passed, pending minor modifications.
3. Somer informed the committee of the communication she had with Nancy Sears regarding Computer Services' investigation into linking within PDF documents. The following information was shared.
 - Committee members should save all supporting documents as PDF. This includes all web references, as well as documents created by the committee member in word, excel, etc.
 - It is not possible at this time to link to a specific point within a page in a PDF document. Writers will have to either highlight, underline, or extract the text being referenced.

Dr. Muehsam requested that at the next meeting the committee look closely at the issues surrounding supporting documentation. It was pointed out that the committee will be primarily responsible for uploading and marking supporting documentation. An approach should be developed to handle referencing specific lines or paragraphs of text within supporting documentation.

4. Dr. Mullings shared her experience with moving forward with her assigned standards. She pointed out that the approach that worked best for her was to divide assignments among committee members.
5. The committee was to complete the matrix of related standards at today's meeting; however, there were technical difficulties with the laptop that prevented this task.
6. Next Meeting: May 15, 2007, 9:00 pm. At this meeting the committee will complete the matrix of related standards.

Meeting adjourned at 2:20 pm.

Somer Smith