

# SACS COMPLIANCE COMMITTEE

Lowman Student Center, Room 304  
**Meetings of November 20, 2007, 3:30 p.m.**

**Members Present:** Muehsam (Chair), Adams, Ashorn, Caso, Constance, Cushman, Eglsaer, Gilcrease, Holder, May, Pruitt, Ringo, Smith, Tayebi

1. Dr. Muehsam updated the committee on the following issues:
  - The SACS Annual Conference is scheduled from December 8-11. At this meeting, members will vote on the proposed changes to the Principles of Accreditation. The approved standards will be the standards that SHSU is responsible for addressing.
  - Dr. Payne expressed some concern after reviewing some of the draft standards on blackboard. He feels that we may be being too concise. He suggested that members look back to the report completed in 1999 for comparison purposes. The 1999 report should provide a “big picture” for addressing the standards.
  - The committee was encouraged to visit the University of Texas – Dallas SACS report. UTD has submitted their compliance report to SACS. The webpage has more verbiage than what we expected to have; however the content is a good reference.
  - Timeline:
    - One standard is to be completed by January 15 and provided to Computer Services. Computer Services will insert the narrative and supporting documents into a template so that the final report format can be designed.
    - From January 15 forward, seven to nine standards will need to be completed and reviewed by the committee each week.
    - By March 31, standards should begin to be submitted to the Leadership Committee for review.
2. Dr. Muehsam introduced Lynn McMMain to the committee and explained her role and duties as they relate to the SACS Accreditation efforts. Lynn will work with Ann Holder and Mark Adams to develop a naming convention for supporting documents and will bring suggestions back to the next committee meeting.
3. The committee discussed the possible ways in which supporting documents should be provided. It was agreed upon that only the necessary page(s) should be extracted from the PDF document and relevant sentences would be highlighted. The full-text PDF document would be provided as a separate document in the table following the narrative.

Lynn will create a folder on the T:drive entitled SACS 2009 that will contain support documents that are expected to be used throughout the report by multiple standards. Examples include:

- TSUS Rules and Regulations
- Graduate and Undergraduate Catalogs
- Texas Education Code
- Faculty Handbook
- Academic Policies
- Committee Book
- THECB Rules and Regulations

4. Dr. Muehsam showed the committee the Faculty Credentials program within SamWeb. A problem with viewing the syllabi occurred. Mark will bring the issue back to his programmers.
5. The committee reviewed the SHSU SACS website template created by Computer Services and the UT-Dallas webpage. The following comments were made:
  - UT-Dallas' webpage has too much verbiage and not enough white space.
  - SHSU's template is confusing because users don't know whether to use the navigation links at the top or on the left side of the page.
  - Main links should include Reference Room, Home, Standards, and QEP.
  - All members agreed that the final site needs to be easy to navigate and simple.
  - Mark will request that web development create a modified design that incorporates the suggestions of the committee.
6. Next Meeting: Thursday, December 13, 3:00 pm (SHB 106). The committee will discuss the order in which standards should be completed and submitted to the Leadership Committee.

Somer Smith