

# SACS COMPLIANCE COMMITTEE

Lowman Student Center, Room 304  
Meetings of April 3, 2007, 3:30 p.m.

**Members Present:** Muehsam (Chair), Ashorn, Burlison, Caso, Constance, Cushman, Eglsaer, Gilcrease, Gilliam, Hebert, Holder, Morris, Muehsam, Mullings, Nichter, Pruitt, Tayebi, and Smith

1. Dr. Muehsam welcomed and thanked the committee members for their attendance.
2. Minutes of March 22, 2007 meeting  
**Action:** Motion for approval by Tayebi, second by Ashorn; passed.
3. Nina Cushman updated the committee on Computer Services' investigation into using PDF as the format for supporting documents in the compliance report. They are experiencing problems with linking to a particular point within the PDF document. Linking to a specific page is doable, but more investigation will have to be done to see if it is possible to link to a particular paragraph or sentence on a page.

It was suggested that if it does not prove possible to link to a specific paragraph or sentence, text could be highlighted or displayed in different color fonts.

4. Dr. Muehsam informed the committee that SHSU will be attending the SACS Meeting in Atlanta beginning on June 11, 2007. Five representatives from the University will be invited to attend. At this meeting, the representatives will be given guidance on how to put the compliance report together. Dr. Muehsam reminded the committee of the following timeline:
  - November, 2008 – Submit Compliance Report
  - March/April, 2009 – On-site visit by SACS
  - Six weeks prior to onsite visit – Submit QEP
  - January, 2009 – Submit Focus Report
  - Fall 2007 – QEP topic to be chosen (goal is to have QEP committee chosen by the end of this semester)
5. The committee needs a template from computer services so that information (text and documents) can start to be loaded into the report.
6. The committee discussed the complexity and time required to document compliance with certain standards. Specifically, standard 3.7.1 was pointed out as being time consuming and complex. It was suggested that an associate dean from each college be brought on board to assist with this standard. For Fall 2007 and Spring 2008 all individuals providing instruction for any course will need documentation of appropriate credentials. Members asked when these credentials should begin to be collected. A meeting to discuss the specifics and plan of action will be held among Nina Cushman, Mitchell Muehsam, Kandi Tayebi and Dianne Key.
7. The committee discussed the creation of an editorial sub-committee. It was determined that four individuals (Mitchell Muehsam, Kandi Tayebi, Rita Caso and Dick Eglsaer) should serve to review each standard for “big picture” concerns such as completeness and uniformity. At a later date, a committee will be formed to review the final document for spelling, grammar and writing style, as well as ensuring every link is functional.

8. The committee continued a standard-by-standard review creating a matrix of related standards. Standards 3.1.1 through 3.4.3 were completed. The committee will continue work on the matrix during upcoming meetings.
9. The committee identified standard 3.3.1 as needing a draft completed by the next meeting, April 23, 2007.
10. Next Meeting: April 23, 2007, 1:30 pm.

Meeting adjourned at 4:30 pm.

Somer Smith