

# SACS LEADERSHIP COMMITTEE

President's Conference Room  
Meeting of August 10, 2007, 9:00 a.m.

**Members Present:** Payne (Co-Chair), Caso, Crowson, Jenkins, Muehsam, Parker, Price, and Rogers

1. Dr. Payne welcomed and thanked the committee members for their attendance.
2. The following documents were distributed to the committee:
  - Proposed QEP Committee Charge
  - FIPSE Performance Proposal
  - QEP Key Topics identified in the Town Hall Meetings
3. The following overview of the QEP timeline was provided:
  - February/March 2009 – QEP to be presented to SACS
  - Spring 2008, Summer 2008, and Fall 2008 – Collect Data on QEP topic
  - Fall 2007 – Chose a QEP topic
  - Today – Create QEP Committee membership and charge

It was explained to the committee that the QEP topic would not be addressed in detail in the Compliance Report submitted to SACS in September 2008. By default, all universities are in “partial compliance” with the standard related to the QEP.

4. The committee reviewed the QEP topics that arose from the town hall meetings. It was pointed out that many of the proposed QEP initiatives will be implemented, but just not as the QEP.
5. The committee reviewed the proposed charge to the QEP committee. The committee was asked if the charge was reasonable and if it needed improvements or changes. It was agreed that the proposed charge was acceptable.
6. The committee discussed the QEP committee membership. Skills and knowledge of potential members was addressed. The following members were recommended:
  - Eglsaer or Muehsam – initially chair the committee until a topic is chosen
  - Topic “champions”
    - Rogers – Readership Program
    - Gillespie – Science
    - Harman – PACE
    - Fair, Miller, or V. Muehsam – Critical Thinking
  - To be named - Student Services Representative (Jenkins will provide a name)
  - To be named – Enrollment Management Representative (Crowson will provide a name)
  - Faculty Representative – (Price will work with Payne and Deans to provide a name)

Upon all names being submitted to Dr. Payne, official appointment letters will be prepared and sent from the President.

7. Those members who attended the June 2007 SACS meeting in Atlanta shared with the committee information they felt to be of importance.

- Parker
    - Tidiness and presentation of report is paramount.
    - We should punch holes in the report until it collapses and then a quality product should evolve.
    - Writers should not be embarrassed to ask question after question.
    - He expects that Finance and Operations will be partially “non-compliant” because an audit will not be able to be obtained by September 2008. The audit should be done by January 2009.
  - Price
    - SACS is still sorting through and making changes to the requirements.
    - Got a feeling that SACS would be willing to work through the issues with the universities throughout the process.
  - Payne
    - Assessment is critical. A documented pattern and cycle of assessment needs to be clear and obvious.
  - Muehsam
    - We need to keep in mind that although many of the tasks/issue are being driven by the SACS reaffirmation in the short-run, they will be valuable and useful to the University in the long-run.
8. Dr. Muehsam informed the committee that Somer had been in contact with an Adobe Acrobat representative to inquire about the possibility of linking to specific lines of text within large PDF supporting documents.
9. Dr. Muehsam informed the committee that in the coming months, draft standards would be submitted to them by the Compliance Committee. He pointed out that this committee should read and evaluate the standards as if they were an outside reviewer. The standards should be read as if the committee member had no knowledge of the issue. The “big picture” approach should be taken to ensure that cases have been made.

Meeting adjourned at 10:00 a.m.

Somer Smith