

SACS COMPLIANCE COMMITTEE

Lowman Student Center, Room 315
Meetings of December 4, 2006, 2:00 p.m.

Members Present: Muehsam (Chair), Adams, Ashorn, Burleson, Caso, Constance, Cushman, Eglsaer, Gilcrease, Gilliam, Gray, Hebert, Holder, Morris, Mullings, Nichter, Pruitt, Busby (for Ringo), Smith, and Truax

1. Dr. Muehsam welcomed and thanked the committee members for their attendance.
2. Minutes of September 11, 2006 meeting
Action: Motion for approval by Ashorn, second by Mullings; passed.
3. Dr. Muehsam reminded the committee that the SACS Annual Meeting would begin Saturday, December 9. Many University representatives would be in attendance, including the President, Provost, and members of the SACS Leadership and Compliance Committees. Attendees will gain valuable information from the meeting to share with the rest of the University community.

Dr. Muehsam will be holding a voluntary meeting of those attending the SACS Annual Meeting to discuss attendee participation in the various concurrent sessions. It is important that key sessions have representation.

4. The committee discussed the lessons, issues, concerns, and questions that arose from the initial work done on the SACS standards. The following questions/statements emerged:
 - How will we go about finding additional documentation that exists?
 - We should balance the effort between the draft report and that final report to avoid “burn out.”
 - If it is determined that the University is not in compliance, the writer should be straightforward so that the issue can be resolved prior to the writing of the final report.
 - There was difficulty in finding a policy addressing administrators.
 - Many policies need to be changed and/or updated.
 - Links should be well-documented in the draft report, as some information may move or change.
 - What process should be followed in changing and/or adding additional documentation to become compliant with certain standards?
5. The committee discussed the process to be followed in making corrections, updates, and/or additions to supporting documents. The committee determined that there were three options: (1) to make changes “as-we-go”, (2) to make all changes at once after evaluating all standards, or (3) to combine options 1 and 2, prioritizing the changes.

The committee agreed that changes to supporting documents should be made “as we go.” It was determined that members should bring to the attention of the Committee documents requiring a change. The committee will then contact the appropriate individual(s) (possibly through the Leadership Committee) to discuss the issue.

The Leadership Committee will be kept up-to-date on any necessary changes resulting from the SACS process. Documents requiring change will be submitted to President’s Cabinet no more than once each month.

6. Dr. Muehsam reminded the committee that the goal was to have the draft report completed no later than the Spring 2007 semester.
7. The committee discussed a strategy for the Spring 2007 semester. It was suggested that the committee meet once every two weeks. Those standards judged as having relatively little complexity (coded in black text on the Standards Assignment Spreadsheet) will be completed first.

The first meeting of the Spring 2007 semester will be held on Tuesday, January 9. This meeting will be from 10:00 a.m. – 3:00 p.m. in the CJ Center, with a break for lunch. At this meeting, the committee will compile a list of supporting documents for each standard. Members should read each standard and compile a preliminary list individually prior to this meeting.

8. Next Meeting: A meeting will be scheduled on one of the following dates: December 14, 15 or 16, 2006. Those members who attend the SACS Annual Meeting will share with the committee information gained.

Meeting adjourned at 3:15 pm.

Somer Smith