

## SACS COMPLIANCE COMMITTEE

Criminal Justice Center, Texas Room  
Meetings of February 14, 2007, 3:00 p.m.

**Members Present:** Muehsam (Chair), Burleson, Caso, Cushman, Eglsaer, Gilcrease, Holder, Mabry, Pruitt, Ringo and Smith

1. Dr. Muehsam welcomed and thanked the committee members for their attendance.
2. Minutes of January 24, 2007 meeting  
**Action:** Motion for approval by Gilcrease, second by Holder; passed, pending minor modifications.
3. The committee continued a standard-by-standard review creating a list of supporting documentation. The committee completed standards 2.11, 3.4.10, 3.4.12, and 4.3.
4. The committee discussed the tentative timelines set for the completion of the draft compliance report. It was determined that the draft report should be completed by May 31, 2007. During the summer months, the committee will review the draft and make any necessary adjustments.

In order to meet the May 31, deadline, the committee discussed creating interim deadlines for the completion of certain tasks. The following details the schedule of upcoming meetings and respective deadlines. Specific dates of meetings will be determined.

- (a) Last week of February/First week of March - Creation of matrix of related standards
  - (b) Week of March 19 - Review drafts of standards 2.2 and 2.7.1. Detailed outline due for all standards identified by black text on the Standards Assignments pdf document.
  - (c) Week of April 2 - Review drafts of standards to be selected at meeting referenced in (a). Detailed outline due for all standards identified by blue text on the Standards Assignments pdf document.
  - (d) Week of April 23 - Review drafts of standards to be selected at meeting referenced in (a). Detailed outline due for all standards identified by red text on the Standards Assignments pdf document.
5. Next Meeting: Last week of February/first week of March. To be scheduled. At this meeting the committee will examine standards that relate to or reference one another and create a matrix to illustrate these relationships.

Meeting adjourned at 4:30 pm.

Somer Smith