

SACS COMPLIANCE COMMITTEE

Lowman Student Center, Room 315
Meetings of March 24, 2006, 1:00 p.m.

Members Present: Muehsam (Chair), Burleson, Constance, Cushman, Eglsaer, Gilcrease, Gray, Green, Hebert, Holder, Jeffcoat, Mabry, May, Morris, Pruitt, Ringo, Smith, Sears (for Stevens), Tayebi, Thompson, Torrez, and Truax

1. Dr. Muehsam welcomed and thanked the committee members for their attendance.
2. Dr. Muehsam informed the committee that the inaugural addition of the SHSU SACS Newsletter would be distributed to faculty and staff via e-mail in the coming days. A copy of the newsletter was distributed to the committee.
3. Minutes of March 3, 2006 meeting
Action: Motion for approval by Smith, second by Morris; passed
4. Dr. Muehsam provided an overview of the process by which committee members were assigned SACS standards/requirements and distributed a table of standards detailing the committee members assigned to each. It was noted that we would soon see how accurate the rankings from I to III were in the estimated level of difficulty and anticipated workload of each standard.
5. As a general starting point, groups were asked to take a look at other universities' SACS web pages, taking note of how each standard was addressed and the types of supporting documentation involved. Members should consider those points that will be relevant to SHSU and develop an idea of the types and locations of the necessary supporting documentation.
6. The committee discussed the preliminary organizational plans for beginning work on the skeleton report. Over the next few weeks, each group will develop an outline detailing the points to be addressed within each standard, as well as the support documentation involved. It was determined that the groups should begin the process in the next week and come back to the committee with a more in-depth plan of attack.
7. Dr. Muehsam raised the question to the committee of how to best organize efforts within the groups. The following comments/suggestions were made in response to his question:
 - Groups might have been more efficiently organized if all group members were assigned to the same set of standards. Discussion followed. It was determined that the initial assignments would stand.
 - Members discussed the possibility of organizing the group efforts by ranking (I, II, and III). The question was raised as to whether the standards with a ranking of III should be considered first. Discussion followed. It was determined that the rankings may not prove to be accurate, potentially creating a timing problem for those standards more complex than originally thought.
 - The question was raised as to whether members should work individually in the initial efforts, then organize into groups at a later date. It was determined that members might chose to work individually in the initial efforts by dividing the tasks among members. The organization will be left to individual groups.
 - To facilitate communication between group members, it was suggested that an e-mail distribution list be provided to all members. Expanding upon this idea, it was suggested that the committee utilize Blackboard. The committee would be set-up on Blackboard to allow for things such as group discussions, document storage, and committee reminders and

announcements. As all members are not familiar with Blackboard, a training session with Computer Services will be held at the next meeting.

8. The members were then given an opportunity to meet within their groups and develop a tentative plan for moving forward.

The next meeting will be held Friday, April 7, 2006 at 1:00 pm in LSC 315. At this meeting, a Blackboard training session will be held. Members will then discuss their findings and ideas relating to their initial work on the skeleton report.

Meeting adjourned at 1:45 pm.

Somer Smith