

SACS COMPLIANCE COMMITTEE

Lowman Student Center, Room 321
Meetings of March 3, 2006, 1:00 p.m.

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

1. Dr. Muehsam welcomed and thanked the committee members for their participation.
2. Minutes of February 15 & 16, 2006 meetings
Action: Motion for approval by Stevens, second by Mullings; passed
3. Dr. Muehsam reminded the committee that a SACS website had been created. Information such as committee meeting minutes, newsletters, and resource links for faculty and staff are included. The website will soon include Dr. John Schmitt's February 22 presentations at the University.
4. Dr. Muehsam informed the committee that additional booklets had been ordered from SACS that would include not only the standards and requirements, but would also include rationale and supporting information to consider. The booklets will be distributed via campus mail upon their arrival.
5. The committee conducted an open discussion of each standard considering such factors as difficulty level, anticipated workload, and expertise areas involved. Each standard was ranked on a scale from I to III, with I representing the lowest level of difficulty and workload and III representing the highest level of difficulty and workload.
6. Upon completion of ranking each standard/requirement, the committee discussed a plan for moving forward with the assignment of standards to committee members. After a brief discussion and a sharing of idea among members, it was decided that the most efficient manner in which to move forward would necessitate the creation of a sub-committee. Members Muehsam, Caso, Eglsaer, Gilcrease, Hebert, Holder, and Jeffcoat volunteered to serve on the sub-committee to assign standards.
7. The committee discussed possible times for the next meeting. After considering members' schedules and spring break, it was determined that the next meeting would be held Friday, March 24, 2006 at 1:00 p.m.
8. At the conclusion of the meeting, members of the subcommittee met to discuss a strategy for assigning standards/requirements to committee members.
 - The committee discussed ideas of how to best allocate standards among members. The following suggestions emerged:
 - Organize standards into groups by ranking (I, I, III) and determine the total number within each ranking.
 - Assign those standards ranked as IIIs first, to ensure an equitable distribution of anticipated workload. Those members assigned to standards with a ranking of III should receive a proportionally fewer number of Is and IIs.
 - The assignments should be based on 1) preferences and 2) areas of expertise.

- A question was raised as to whether members will recruit assistance outside of the committee with those standards requiring a significant amount of input, workload, and expertise.
- It was suggested that standards be grouped with similar content to prevent a duplication of workload. Conversely, it was suggested that to create a system of checks and balances, we allow for different members to address standards of similar nature.
- Concluding that the assignment of standards would require additional organizational efforts, the sub-committee members elected to have Muehsam and Eglsaer work on the assignments based upon the aforementioned suggestions. Muehsam and Eglsaer will develop a document with recommended assignments to be e-mailed to the sub-committee for review, comments, and modifications. Upon final approval by the sub-committee, each member will be notified of his/her respective assignments.

Meeting adjourned at 2:45 pm.

Somer Smith