

# SACS COMPLIANCE COMMITTEE

Lowman Student Center, Room 315  
Meetings of July 17, 2006, 2:30 p.m.

**Members Present:** Muehsam (Chair), Ashorn, Burlison, Constance, Cushman, Eglsaer, Gilcrease, Hebert, Jeffcoat, Mabry, May, Nichter, Pruitt, Tayebi, and Truax

1. Dr. Muehsam welcomed and thanked the committee members for their attendance.
2. Minutes of May 5, 2006 meeting  
**Action:** Motion for approval by Ashorn, second by Eglsaer; passed.
3. Minutes of June 2, 2006 meeting  
**Action:** Motion for approval by Ashorn, second by Truax; passed
4. Dr. Muehsam provided an overview of what had been discussed at the previous meeting for those members who were unable to attend. He explained that the committee had viewed other universities' websites making notes of what they liked and did not like. Jacob Spradlin was requested to design a template for SHSU's SACS website based on this information.
5. Jacob Spradlin was present to show the committee a template for the SACS website he had designed based on the notes and suggestions from the previous meeting. Jacob explained to the committee that he had begun with the most basic level – the design for a standard/core requirement, as all other pages would flow backward from this level.

The committee was pleased with the overall design and was in favor of Jacob moving forward with what he had designed. The design and appearance of the SHSU SACS homepage will be discussed at the next meeting.

6. The committee discussed how the supporting documents should be displayed, denoted, and/or linked within the text of the standards. The committee came to a general consensus that the links should be placed on the title of the supporting document within the text and followed with a footnote. Example: "The *Texas State University System Rules and Regulations, Chapter 5 [2]* states that ..." These referenced supporting documents will also be provided in a supporting documents table located below the text with links directly to the excerpt referred to within the text. It was suggested that a link to the full document also be provided.
7. The question was raised as to how tables should be treated within the text of the standard. It was discussed that the tables could be placed directly in the text or could be referenced by a link, as appropriate. It was agreed that tables would be titled using the standard/core requirement number followed by a letter. Example: Table 3.4.3A If a table is referenced by more than one standard it should be saved with a different title for each standard in which it is referenced.
8. The committee discussed and had questions relating to how the links would be placed within the text and how the supporting documents would be placed online. It was determined that documents already in electronic format will be provided to Jacob Spradlin with the appropriate excerpts marked. If the document is not in electronic format, it should be scanned and then submitted to Jacob Spradlin. Computer Services will then make the appropriate links (as marked by the author) within the text to the supporting documents stored on the SHSU server.

9. The committee discussed general guidelines for the writing style of the compliance report. The following guidelines were agreed upon.
- Times New Roman 12 pt. font
  - 1 inch margins (top, bottom, left, right)
  - Left justify all paragraphs
  - No indentation on paragraphs
  - 1 blank line between each paragraph
  - 1 space after periods (internet text does not have 2 spaces after periods)
  - Do NOT use the **Bold** or Underline options
  - Use **bold orange font** to identify links
  - Use the *Italics* option for titles of publications
  - Place brackets around numbers used to identify links [1]
  - No numbered lists within text. Use bullets with default intents.
  - No page numbers
  - Minimal formatting - no embedded codes
  - Do not use consecutive tabs
  - Spell out Sam Houston State University when referring to the University
  - When a series appears within the text, use a comma before the last item in the series (red, white, and blue)
  - All text should be written using the 3<sup>rd</sup> Person Active voice.
    - 3<sup>rd</sup> person - do not use the words “I”, “you”, or “we.”
      - The Department utilizes assessment plans. – correct
      - We utilize assessment plans. – incorrect
    - Active voice - the subject of the sentence performs the action
      - Sam Houston State University exemplifies excellence. – correct
      - Excellence is exemplified by Sam Houston State University – incorrect
      - The department utilizes assessment plans. – correct
      - Assessment plans are utilized by the department. – incorrect

These guidelines will be placed on Blackboard.

10. The question was raised as to whether there will be a final editor for the compliance report. Dr. Muehsam answered that a sub-committee of the Compliance Committee would most likely be formed to act as a final editor of the document, ensuring that the text is uniform and seamless.

The next meeting will be held Wednesday, August 2, 2006 at 3:30 pm in LSC 315.

Meeting adjourned at 4:00 pm.

Somer Smith