

## SACS LEADERSHIP COMMITTEE

President's Conference Room  
Meeting of February 8, 2006, 3:00 p.m.

**Members Present:** Payne (Co-Chair), Caso, Gray, Jenkins, Muehsam, Price, Rogers, and Thielemann

1. Dr. Payne welcomed and thanked the committee members for their participation on the committee.
2. Dr. Muehsam provided an overview of the committee's responsibilities:
  - Formally accepting, reviewing, and finalizing the Compliance Committee's report.
  - Serving as readers for the Self Study from the perspective of an expert of the University and that of an off-site reviewer.
  - Aiding the Compliance Committee in removing any barriers or obstacles they may face in gathering information for the Self Study.
3. Dr. Muehsam distributed two SACS booklets: *The Principles of Accreditation: Foundations for Quality Enhancement* and the *Handbook for Reaffirmation of Accreditation*. These booklets will serve as resources during the reaffirmation process.
4. Dr. Muehsam discussed Dr. John Schmitt's February 22 visit to the University and encouraged committee members to attend the sessions. An itinerary for the visit was provided. Dr. Schmitt is the SACS liaison for the University of Alabama. His presentations will review his university's procedures and processes during their recently completed reaffirmation process. Dr. Schmitt will make presentations to: (1) non-academic unit heads, (2) the leadership and compliance committee members, (3) the faculty, and (4) the academic department chairs.
5. Dr. Muehsam discussed the following aspects of the reaffirmation process:
  - Tentative Timeline
    - September/October 2008: Self Study to be submitted to SACS off-site review team
    - January/February 2009: Submit a Focus Report, if necessary, addressing concerns identified by the off-site review team within the Self Study
    - April/May/June 2009: SACS on-site review team to visit the University
    - December 2009: SHSU's Accreditation Announcement by SACS
  - On-site Review Team Purpose
    - Address any remaining concerns following the Focus Report
    - Investigate SHSU's Quality Enhancement Plan (QEP)
  - Quality Enhancement Plan (QEP)
    - The QEP is a plan that, if implemented and successful, will enhance "Student Learning."
    - Every member of SHSU (faculty, staff, and students) must know what the QEP is.
6. Dr. Payne informed the committee that several high quality institutions recently completing their SACS reaffirmation had received either sanctions or a negative action from SACS, such as being placed on probation or warning. SHSU will put forth every effort to ensure the reaffirmation process proceeds and is conducted as requested by SACS.

7. Dr. Payne asked the committee to review the nominations for the SACS Compliance Committee to ensure that each member had the following characteristics:
  - Excellent writing ability
  - Proven capability to meet deadlines
  - Ability to see the “big picture”
  - Demonstrated ability to work with others

Committee members were urged to be up-front and direct with any concerns as it is extremely important that this committee be comprised of strong members. A discussion followed that addressed committee member concerns. Current workloads and the time and effort required of members on this committee were addressed. It was determined that each nominated member must decide for him/herself if current workload would allow for full participation on the committee.

**Motion:** Approval of SACS Compliance Committee (pending investigation into one member’s workload) was made by Rogers, seconded by Price. Motion passed.

8. Dr. Payne informed the committee that the annual SACS meeting is held each December in locations such as Atlanta, Orlando, and San Antonio. Members from this committee will need to attend these sessions over the next several years to gain understanding and further insight into the reaffirmation process.
9. A general discussion of the QEP and the currently unnamed QEP Director followed. It was pointed out that the QEP Director would need to have a clear understanding of the “big picture” of both the University and the SACS reaffirmation process. Dr. Payne added that the QEP would be formulated and molded throughout the first two-thirds of the reaffirmation process.
10. The question was raised as to when the committee would be meeting. Dr. Muehsam explained that in this early stage of the process, the Leadership Committee would meet infrequently at dates to be determined by the progress of the Compliance Committee. The Leadership Committee will meet more frequently as the reaffirmation process progresses.
11. Dr. Muehsam reminded the committee of Dr. Schmitt’s visit and requested that they encourage individuals within their departments to attend the session pertinent to them.

Meeting adjourned at 4:00 pm.

Somer Smith