

**SACS Review
Compliance Committee Meeting
August 2, 2005**

Minutes

The SACS Compliance Committee met on August 2, 2005 from 10:00 to 11:30 in the Belk Building, Room 404. The following members attended: Carol Burton, Director, SACS Review, Noelle Kehrberg, Co-Chair, Eloise Hitchcock, Co-Chair, Steve Baxley, Josie Bewsey, Kathleen Brennan, Pat Brown, Renee Corbin, Elizabeth Frazier, Brian Gastle, Philip Kneller, Beth Lofquist, Dianne Lynch, Jeanine Newman, Bob Orr, Newton Smith, Irene Welch, Linda Haney and Donna Watson.

Brian Gastle, SACS Reports Editor, also attended.

- Carol distributed copies of the *Core Requirements and Committee Assignments* with a column indicating when draft reports or status updates were received for each of the assigned areas. She provided an update on standard 3.4.1, which is partially completed, and standards 3.4.3 and 4.6, which were submitted today.
All remaining drafts are due to Carol by August 15.
- Of those present who had not yet submitted reports or updates, some indicated that their drafts are underway. There was a discussion about anticipated revisions in some areas and how to address future changes on the reports. One of the documents undergoing revision is the University's mission statement. It is hoped that the current revision will complete the review process and be finalized by the Board of Trustees during the December, 2005 meeting, and submitted to the UNC Board of Governors for approval in spring, 2006. Beth will check with AJ Grube, chair of the Strategic Planning Committee, to ascertain if this timeline is realistic. The SACS Compliance Report needs to be current as of its submission date in September 2006, and should address any program changes underway at that time.
- Carol also provided an update to standards 3.7.1 (faculty credentials) and 3.9.3 (student services personnel), which are in progress. Justifications for alternative credentials for faculty need to be reviewed for quality and consistency. Beth Lofquist suggested that a review committee composed of members from various disciplines be convened to review this process. She will also add this to the agenda of the upcoming workshop for Department Heads. A database of student services personnel is being created to address standard 3.9.3 and will be available this fall.
- Brian Gastle discussed issues which have arisen concerning formatting of reports. He does not want the Committee to use the template that was on the University's SACS web page. A new sample was sent out to the members on e-mail. He will add a section to indicate whether or not we are in compliance, partial compliance, or non compliance, as well as a place for listing supporting documentation. He will make this new template available on the web page and Carol will email the new format to the committee. He will change the formatting on the reports that have already been submitted to reflect the new format. If you have not already sent in a report, he would like these to be as complete as possible when submitted. **If you**

are waiting on information or documentation, please indicate this in brackets in the draft, not parentheses. He can use the find option to search for these changes and update them later. Once your report has been submitted, do not submit any revisions. Brian will review the reports and return them with his suggested changes. At this time you will be able to make further revisions. He reminded Committee members to **never use underlining** in the reports.

- There was further discussion about linking to support documentation. If you are referring to a specific section of a lengthy document, the particular section of the document should be easily accessible. Quoting the passage is an option as well as including a link to the full document with a reference to the page number.
- The final agenda item was a discussion of the review process. Carol and the Committee Co-Chairs will examine the assigned areas and appoint faculty, staff, and administrators familiar with the respective areas to review each report. Compliance committee members will also review standards they did not address as part of the review process. This will begin after Brian completes his initial editing in early September.
- The next Compliance Committee meeting is scheduled for **Wednesday, September 7 from 3:00-5:00 in Belk 404**. Members are reminded to keep their Outlook calendars up-to-date to help facilitate scheduling upcoming meetings.

Eloise Hitchcock
August 2, 2005