

**Western Carolina University
SACS Review
Compliance Committee Meeting
Belk 404
3:30 p.m., October 4, 2005**

Minutes

Members present: Steve Baxley, Josie Bewsey, Kathleen Brennan, Carol Burton – Review Chair, Renee Corbin, Elizabeth Frazier, Noelle Kehrberg – Co-Chair, Phil Kneller, Mary Ann Lochner, Bill Ogletree, Edna Waldrop, Donna Watson (for Kathy Wong), and Brian Gastle - Editor

Important Note: All first draft reports which have not been edited must be emailed to Carol by the end of the day on Friday, October 14. There are 10 outstanding reports.

- 1) Co-Chair Resignation and Replacement
 - Eloise Hitchcock has resigned as co-chair of the Compliance Committee for health reasons, effective immediately. Noelle and Carol will identify a replacement co-chair in the near future.

- 2) Compliance Reports – process for feedback; revised timeline; outstanding reports, disseminating reports to readers
 - Committee members discussed the multiple reviews of each draft response from Brian (Editor), Noelle or Eloise and Carol. In some cases third and fourth versions have been revised. Revisions in electronic form are from Brian and Noelle, or Eloise. Carol is reviewing primarily from the SACS perspective of content and compliance and her recommendations are in hard copy only and returned by campus mail-each response has had at least three reviewers to this point.
 - Committee members discussed the presentation of evidence to demonstrate compliance for each area. Written and implemented policies, and real examples of documents showing practices are critical. Mary Ann (Legal Counsel) raised the issue that posting personnel documents online or affording access to others is a violation of privacy provisions of the State Personnel Act. A permission process will need to be established to address this issue. The committee agreed that the confidentiality question should be raised when the SACS Liaison, Ann Chard, visits next month (see below).
 - The entire Compliance Certification including web links and scanned documents will need to be reviewed by legal counsel for privacy/public records issues prior to submission to SACS in September, 2006.
 - Elizabeth (Registrar's Office) raised the issue of non-response requests for information by employees and was advised to write responses to standards

with documentation she had. The SACS Director and Leadership Team will need to address uncooperative responses to requests for information.

- After reports are submitted and copied, Carol will forward them along with a rubric for reviewing them, to university readers. They will be distributed in staggered fashion, so the first completed reports turned in will be the first sent to readers.
- **All first draft reports which have not been edited must be emailed to Carol by the end of the day on Friday, October 14. There are 10 outstanding reports.**

3) Editor's Report

- Brian is pleased with quality of reports overall, but encourages clarity of responses and summaries of our policies and procedures, not chunks of information copied from a manual or the catalog. He has completed first and in some cases, second and third edits of all drafts he has received except one, which he will complete by October 10.

4) SACS Liaison Visit – November 14, 2005.

- Carol reviewed the schedule (tentative) for Ann Chard's visit and asked committee members to hold the lunch-time slot open on their calendars (11:30 a.m. – 1:00 p.m., Hospitality Suite, Ramsey Center). The final schedule will be approved and distributed to the committee later in October.

5) Council of Deans Oversight – 1996 SACS Recommendations

- Noelle and Carol outlined the steps the Provost recommended to ensure that all areas cited by the SACS visiting team ten years ago have been addressed. Carol is developing a table which includes progress reports and responsible individuals for each of the recommendations.

6) Other

- Edna (IT Services) shared the status of the faculty credentials database and the implementation of the electronic version of the AA-21 (Certification of Credentials and Qualifications for a Faculty Appointment) Form, which will be available in test form within a few weeks.

The meeting adjourned at 4:30 p.m.