



Institutional Effectiveness/Compliance Committee

Minutes

October 3, 2008

SS 205, Leesburg Campus

1:00 – 2:30 pm

Attending: Ms. Mikki Byerley, Dr. Patricia Campbell, Mr. James Cason, Ms. Kelli Colborne, Ms. Denise English (Chair), Ms. Sue Fagan, Ms. Cathy Green, Mr. Doug Guiler, Mr. Tim Kane, Ms. Donna MacDonald, Dr. Carolyn Meyer, Ms. Becky Nathanson, Ms. Margie Nichols, Ms. Barbara Perry, Dr. Mary Jo Rager, Dr. Glenn Ricci, Mr. Claude Richards, Ms. Tanya Rocker, Ms. Gerri Tulley

Absent: Ms. Jacquie Busboom, Mr. Claude Richards

Visitors: Dr. Barbara Howard, Dr. Gary Sligh

Call to Order

1. Welcome and Introductions – *A welcome was extended and committee members introduced themselves.*
2. Charge to Committee – *Committee Chair, Ms. English gave the Committee it's charge: Identifying, collecting and evaluating information necessary to complete the Compliance Certification document, make an initial determination as to compliance status, and compile a list of resources that document compliance for each assigned requirement or standard.*

Dr. Meyer distributed Compliance Certification and The principles of Accreditation: Foundations for Quality Enhancement and commented that the procedure was simpler than it was for the previous Compliance process. Dr. Meyer advised that Committee members will be looking at listed Principles and talking to employees in their assigned areas to determine if the area is in compliance by having the proper documentation. If not in compliance or in partial compliance, a list is required for the missing documentation. The list will be presented to Cabinet where a task force will be assigned to work on the problem areas.

3. Compliance Process – *Ms. English explained the Compliance Process starting with a brief description of the duties attributed to the Quality Enhancement Plan Committee, (QEP) chaired by Dr. Sligh. Ms. English explained that the QEP Committee will be looking to the future as it relates to quality enhancement; conversely, the Compliance Committee will focus on how to best show LSCC's compliance over the past 10 years. Ms. English also discussed the following items:*

- *11 Core Requirements*
- *12 QEP Requirements*
- *55 Comprehensive Standards*
- *7 Federal Regulations*
- *Explained how LSCC will handle the Compliance Process*

4. LSCC Compliance Web Page – *Ms. English advised that Cabinet has approved Compliance Assist which includes:*
 - *Subscription service*
 - *Off-site web shell for narrative and documentation*
 - *Management tool for Compliance Certification and QEP process*
 - *Secure interface for SACS offsite team*
5. Committee Member Assignments – Ms. English distributed the SACS Compliance Committee Assignments List and explained how information and documentation towards compliance is to be gathered by the assigned members.
6. Timeline and Meeting Schedule – Ms. English distributed and discussed the SACS Time Line and Committee meeting times. It was decided that meetings will be held monthly. The next meeting is tentatively scheduled for Friday, November 14th at 1:00 p.m.