



Institutional Effectiveness/Compliance Committee

Minutes

October 6, 2009

Board Room

2:00 p.m.

Attending: Ms. Kelli Colborne, Ms. Denise English (Chair), Mr. Doug Guiler, Mr. Tim Kane, Dr. Carolyn Meyer, Ms. Barbara Perry, Ms. Nora Rackley, Dr. Mary Jo Rager, Mr. John Shea

Visitor: Dr. Gary Sligh

Call to Order: The meeting was called to order at 2:10 p.m.

Handout: SACS Compliance Report Style Sheet (draft)

1. **Welcome** – *Ms. English welcomed the new streamlined Committee*
2. **Committee Charge/Timeline** – *Ms. English gave the Committee Charge as follows:*
 - *Each Committee member will review each narrative for content and consistency via email*
 - *The narratives will then be edited at each meeting. Dr. Meyer will edit all first drafts before the committee reviews.*
 - *Final report must be substantially completed before the end of December 2009.*
3. **Procedure** – *The Committee discussed the procedure for reviewing and proofing each narrative. Ms. English has added a link to the report from the recent reaffirmation of Pasco-Hernando Community College to the website.*
 - *Dr. Meyer is editing the first drafts before they are distributed to the committee*
 - *Ms. English will post each compliance certification to Compliance Assist as it is distributed to the committee so members can work from the website or the Word documents.*
 - *Mr. Shea will edit the final drafts.*
4. **Style Guide Draft** – *Ms. English distributed and explained the draft of the SACS Compliance Report Style Sheet. The Committee agreed with most of the listed styles; however, discussed and revised the following:*
 - *In each section, LSCC will be completely spelled-out; thereafter Lake-Sumter will be used.*
 - *Table and chart designations will be numbered sequentially as Fig.#.*
 - *Board rules and procedures will be shown with the number and a link to the document.*
 - *For academic years, no spaces will be used before and after the hyphen.*
 - *Core principles will be referred to as general education competencies (Core Principles).*
 - *The 2009-2010 Catalog will be used.*
5. **LSCC SACS Website** – *Ms. English showed how to navigate to the website and to the Compliance page*

6. **Compliance Assist Website** – *Ms. English gave a brief review of the site. Ms. English stressed that all core requirements (2.1 – 2.12) must be absolutely complete or they will be unacceptable according to Federal Standards.*

7. **Next Meeting Date** – *The Committee agreed to hold weekly meetings through December 2009 to complete the task, meeting on Tuesdays from 2:00 – 4:00. The next meeting is scheduled for Tuesday, 10/13 at 2:00p.m. in the Board Room.*