



**Institutional Effectiveness/Compliance Committee
Minutes
October 13, 2009
Board Room
2:00 p.m.**

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

Absent: Mr. Tim Kane

Visitor: Dr. Pat Campbell

Call to Order: The meeting was called to order at 2:08 p.m.

Handout: SACS Compliance Report Style Guide (draft)

Emailed earlier: Core Requirements – 2.1 (Degree-granting Authority)
2.2 (Governing Board)
2.3 (Chief Executive Officer)
2.4 (Institutional Mission)
2.6 (Continuous Operation)
2.7.1 (Program Length)
2.7.2 (Program Content)
2.7.3 (General Education)

1. Approval of minutes from 10/06/09 – *the minutes were approved by consensus.*
2. Process/Compliance Assist Issues – No issues were raised
3. Style Guide Draft – *The Committee discussed and made more edits to the document, which will be posted on the Compliance website*
4. Compliance Certification Edits – The Committee discussed and edited the first three documents using the Style Guide draft to ensure consistency. The Committee will start with CR 2.4 at the next meeting.
 - a. CR 2.1– Degree Granting Authority
 - b. CR 2.2 – Governing Board
 - c. CR 2.3 – Chief Executive Officer
 - d. CR 2.4 – Institutional Mission
 - e. CR 2.6 – Continuous Operation
 - f. CR 2.7.1 – Program Length
 - g. CR 2.7.2 – Program Content
 - h. CR 2.7.3 – General Education
5. Adjournment – The meeting was adjourned at 4:15 p.m. The next meeting is scheduled for Tuesday, October 20th, in the Board Room at 2:00 p.m.