

## **SACS Leadership Team**

Minutes – October 3, 2008

The Leadership Team members are as follows:

Dr. C. Mojock - President

Ms. Jane Miller, Mr. Dick Scott, Dr. Barbara Howard – Vice Presidents and President's Cabinet

Dr. Carolyn Meyer - LSCC SACS Liaison

Ms. Denise English – Chair of the IE/Compliance Team

Dr. Gary Sligh – Chair of the QEP Team

Ms. Jacklyn Pierce – Faculty representative

All members attended the meeting.

Dr. Mojock explained the make-up of the team and its place in the Reaffirmation process.

Dr. Meyer distributed copies of the IE/Compliance Team assignments, Principles of Accreditation, and the SACS Resource Manual.

A Compliance Review Process was outlined as follows:

- Initial review of compliance to all Core Requirements, Comprehensive Standards, and Federal Requirements by the IE/Compliance Committee.
- Completed Compliance Review forms will be submitted to Ms. English (Committee Chair) for review and forwarding to Dr. Meyer.
- Dr. Meyer will review the forms and prepare a cover sheet for submission to the Leadership Team.
- The Leadership Team will review the forms to determine:
  - ✓ if compliance is adequately documented for areas determined to be in compliance
  - ✓ action to be taken for areas in partial compliance or out of compliance
  - ✓ staff who will be responsible for those areas in need of action
- Staff will send updated compliance forms back to the IE/Compliance team when completed.
- After review, the Team will submit the form to Ms. English and Dr. Meyer for review and submission to the Leadership Team for final review.

Ms. English reported on:

- The first meeting of the IE/Compliance Team
- The due date of March 1, 2009 for completion of the first compliance review
- The SACS Compliance website
- The use of Compliance Assist for SACS materials

Dr. Sligh reported on:

- The first meeting of the QEP Committee
- The initial agreement that the committee will narrow down topics to about four or five and then various constituent groups will be asked to rank the topics
- The status of eLumen which should be ready for use in the next few weeks
- The return to teaching of Ms. Holloway and the need for an eLumen Manager
- Progress on Learning Outcomes – The most emphasis will be on Academic Affairs, but some connection to Learning Outcomes must be made with Student Affairs and Business Affairs as well.

Dr. Mojock mentioned that he planned to contact Jared Graber (formerly from LSCC and now at Valencia) who has done consulting on QEP projects.

Dr. Meyer reported on progress on status of program reviews and the plan to show a continuous process of upgrading from individual course objectives to Learning Outcomes

It was suggested that SACS information be distributed on a regular basis to all faculty and staff. This will be done through the Friday Facts produced by Planning and Research.