

## SACS LEADERSHIP TEAM MEETING

December 16, 2008

2:00 p.m.

Present: Dr. Mojock, Denise English, Dr. Howard, Dr. Meyer, Ms. Miller, Jackie Pierce, Dr. Sligh, Mr. Scott

Dr. Mojock mentioned the SACS Annual meeting recently held in San Antonio and informed the group that those attending the conference would be sharing the information gathered at the meeting. He and Dr. Howard met with the new SAC liaison, Marcia Stohl and were very encouraged by their meeting. The steps we are taking are on track. Dr. Mojock told the group that at their January meeting they would need to select the dates for the visiting team in early 2010.

There was discussion on participating as observers for an off-site visit and Dr. Sligh stated that he would be willing to do this.

There was lengthy discussion on several issues:

- What constitutes a substantive change and making SACS aware of the changes that do not meet the criteria of substantive change. It seems that most of the information from SACS indicates that our SACS staff person should be advised by letter about those nonsubstantive change items.
- Which planning committee should review suggestions for new programs.
- Who has the responsibility to make sure that minutes are posted for all committees and in particular the planning committees. It was agreed that the committee chairs had that responsibility. Ms. Miller volunteered to work on the structure to define a system about what we need to do about a check and balance on the posting of the minutes. Mr. Scott volunteered to assist Ms. Miller since it would involve working with IT.

It was suggested that a standard form be designed for submission to the various planning committees that everyone can use.

Dr. Meyer reminded the team that she needs feedback on the Institutional Summary form that must be sent to SACS with our registration fee for the Orientation meeting in January. The form requires that we provide a list of what degree programs are offered at each of our three campuses and whether or not 50% or more of AA, AS, or AAS degrees can be obtained at each of the campuses. Dr. Rager is working on this and Dr. Howard and Dr. Sligh were going to help with it. Dr. Meyer also asked that the team review the description of the College and in particular, the section on Distance Learning. Dr. Mojock mentioned that we needed to be keeping close tabs on our programs, especially those on line.

Ms. English stated that Compliance Assist is ready to use and that she will be entering the compliance information after it is reviewed by Dr. Meyer and Ms. English. Compliance Assist will keep track on notes, suggestions, etc. made by the Leadership Team as they review the compliance information. Ms English will work on getting the Leadership Team access to Compliance Assist.

Items needed for completion of compliance certification include:

- ✓ A consistent format for all entries into Compliance Assist.
- ✓ A timeline for completing and reviewing compliance information.
- ✓ Documents to be accessible electronically.
- ✓ Use of Bookmarks within the text so that access to documentation is easy for the off-site team.
- ✓ An inventory statement of available documentation.
- ✓ Core requirements and other terminology in use for learning outcomes must be familiar terms to those outside Florida.

Dr. Sligh gave a brief report of his attendance at the SACS Annual and stated that he will be compiling reports on information from the Annual for the team. He also gave an update on QEP. Barbara Perry is compiling the results of all the meetings and surveys on a QEP topic. The QEP committee will review the results and determine which themes appear to be most consistently mentioned. Approximately five topics will be voted on by the college community during the Spring Term. Dr. Sligh mentioned that Learning Outcomes metrics will be put into elumen starting next month and he will be asking Dr. Jared-Graber to review our progress on the QEP. There was a question about what programs will require learning outcomes and Ms. Miller will check to see what is listed on student diplomas. Need to make sure that learning outcomes are married to the program.

It was suggested that as we submit documents to SACS, we need to remember our audience and write accordingly.

The minutes of the meeting on November 13 stand approved as presented.

The SACS Leadership Team will meet again shortly after everyone returns to campus after the Christmas break.

Adjourned: 3:30 p.m.  
Linda Holiman