

## SACS LEADERSHIP TEAM MEETING

February 11, 2009

11:00 a.m.

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

Dr. Mojock welcomed everyone. The minutes from the January meeting had been emailed to the group and as there were no changes, the minutes were approved as submitted. Dr. Mojock asked that whenever the minutes were posted that an All Subscribers email be sent with the link showing where they can find the minutes on the intranet.

Dr. Mojock explained that he would have to leave the meeting early and asked that the updated timeline be distributed and discussed. Dr. Meyer had italicized some items on the timeline which have occurred and added additional dates to the timeline.

The Rules and Procedures updated timeline was discussed. There was some discussion at cabinet that we would start with rules and procedures that are 10 years or older from their last update. Dr. Mojock commended the folks for getting through that first wave and noted that we are about 70% through them. There was discussion about time table – five year being the minimal and three year being the optimal goal. Dr. Mojock asked if we had a list of what is 5 – 10 years old. Dr. Meyer will be getting that list together within the month. Mr. Scott suggested that we establish a time line and work back from there. Dr. Mojock suggested that the list we already have be prioritized. Dr. Mojock mentioned that some rules and procedures that had not been reviewed have been cited in the compliance certifications and requested that Dr. Meyer send out a list of those rules and procedures to Cabinet for review as soon as possible. Dr. Mojock suggested a target date for completing the review of all rules and procedures older than 3 years and those that are cited in compliance certifications that are newer by the end of summer – not knowing at this point what our scope of work is,

There was discussion about getting through the certification timeline in an expedited fashion. Dr. Meyer suggested that when the compliance certifications come in, that she and Ms. English would send an email to the appropriate VP and ask them to review it and see if anything needs to be changed.

The Compliance Certification forms that have been submitted are going to Dr. Meyer and Ms. English electronically and Ms. English is putting them in Compliance Assist and Dr. Meyer is also placing them on her SACS site. Dr. Mojock went over some details and format about the certification forms and pointed out the ones which were the most important and really needed our attention.

Ms. English asked about using a style guide. Dr. Mojock asked that it be discussed at the next meeting. The following is the discussion about the forms after Dr. Mojock left the meeting using Dr. Meyer's notes with some additions:

2.7.1 Is a core requirement and changes will be made as discussed in meeting.

3.2.1 Dr. Meyer will check with Joan to get the appropriate wording from the Board rule.

3.2.5 – Dick Scott is to develop the required rule – due in one month from now. There was a question as to whether or not our attorney needs to take a look at this one.

3.2.6 – Denise will return this to James Cason for examples. He should see Dick Scott for examples of the bidding process and Gary Sligh for examples based on faculty evaluation and promotion.

3.2.8 – Denise will return this to Tim Kane to add specific examples of how job descriptions lead to selection of administrators and what our specific criteria for experience, etc. are. And how is it done and how is it documented? We also need a copy of the spreadsheet to check for completeness and accuracy.

3.2.9 – Long narrative and hard to read but OK as is for now.

3.2.10 – We will have to provide a link in compliance assist later on for examples of evaluations from those who volunteer. A decision will need to be made as to how much is going to be posted to assure anonymity.

3.4.3 – Denise will send back to Kelli and Mark to add admission policy for non-degree seeking and noncredit certificate students, to define “open door”, and to specify that we have no exclusively distance learning students and therefore there are no separate admission policies for them. (Is there a need for a definition of distance learning?)

3.4.4 – ON HOLD for next meeting

3.4.6 – Additional documentation on distance learning is needed. Denise will get information (perhaps from J. Busboom) that documents the equivalency of online/distance learning courses.

3.9.2 – Denise will return these to Kelli and Mark for clarification of location of records. Ms. Miller will work with them on rephrasing some of the information.

4.6 – Denise will return these to Kelli and Mark for a discussion of “presentations” as well – They should include College Night and High School visits and also distance learning.

The committee decided that once these certifications have been sent back to the “owner” for reworking, that they should be back through the respective vice president before going to Ms. English and Dr. Meyer for review.

Dr. Meyer has been sending updates on the compliance issues on the Friday Facts. There was discussion about a better way to reach the audience that needs to be reached. Perhaps

changing the name of the publication – SACS FACTS or FACTS ON SACS – would stir up interest or sending it only to a targeted or selective audience would be effective. Other ideas were identified to create more interest in what’s going on in our SACS reaffirmation process.

Dr. Sligh is going to be sending out information to everyone about QEP – asking that Administrative Council pay close attention.

There was discussion about the value of attending the substantive change workshops due to the distance to the workshops and the length of time spent at them. SACS will be scheduling more workshops and perhaps one will be closer to LSCC. The summer institutes were also discussed and it was the consensus that this was not a good buy.

There was a decision to meet again in two weeks. Linda will check everyone’s schedule and send out a meeting notice.

Adjourned: 12:45 p.m.  
Linda Holiman