

**Compliance Certification**  
**January 15, 2009**

**Present:** Daniel Emert, Narita Holmes, Roy Hurst, Maureen Page, Robert Perry, Teresa Sewell, Karen Smith, Christine Stanley, Leslie Toombs, Denise Watts, Bobbie Williams

**I. Introduction of Christine Stanley and Daniel Emert**

Christine Stanley will be working directly with the Compliance Team on documentation and updating sections once they have been reviewed. Daniel Emert will be the system administrator for the Xitracs software that will provide the Compliance Web site. Both are new employees in Institutional Research, Planning, and Effectiveness.

**II. Review of the Minutes from 12-4-08**

The minutes were approved with Ms. Sewell listed as present.

**III. Revised Calendar**

The calendar has been revised. There is very little give in the time remaining. Everyone will need to be aware of when their standards are up for review and make sure that they are ready on time. The revised calendar is attached.

**IV. Review of Standards**

2.10: A link to 3.4 needs to be included in paragraph 1. Campus security needs to be removed from table 1. The names of the various departments in the table need to match the names provided in the narrative. Similarly, the names of the offices referenced should match the names provided in the organizational chart. Under "Registrar's Office" (p2), "leadership in the planning..." needs to be removed. "Non-sponsored Clubs and Organizations" will be renamed "Registered Clubs and Organizations". Under "Intercollegiate Athletics", the fourth paragraph and the last sentence will be removed. Under "Student Publications", the section should indicate that the *Mesa Journal* is also advised by a faculty member. For "Student Judicial Services," documentation needs to include a real example with the names expunged that demonstrates that the published procedures are followed.

3.3.1: As this standard is an introduction, it is not necessary to judge whether it is compliant so the judgment line will be deleted. In the introductory paragraph the word "process" is overused.

3.3.1.1: Several degree programs have not used the results of their IEPs. In the fourth sentence of the first paragraph, "three years" needs to be changed to "four years".

3.3.1.2: The name of Central Services needs to be confirmed.

3.3.1.3: No changes. Dr. Watts will check to see if the Office of Field Experiences has submitted appropriate use of results documentation and if so, to revise the text appropriately.

3.3.1.4: The Washington Advisory Group (WAG) was hired in 2003.

3.3.1.5: The Provost has set outcomes for public service. This will make the writing of this standard much easier. In the second sentence of the first paragraph, “several departments” should read “several *academic* departments”.

3.4.1: Documentation needs to be provided for the procedures outlined in the last sentence of the “Graduate Programs” section.

3.4.3: Graduate admissions were not addressed in the standard. The “academic fresh start” program also needs to be addressed. It was noted that several of the web sites cited in the standard have moved. Christine Stanley will track down the new web sites. The link between admissions and the university mission needs to be strengthened.

**V. Next Meeting**

The next meeting will be held January 22, 2009 at 1:00 p.m. in MB 4206. The Team will review 2.11.1, 2.11.2, 3.4.2, 3.4.4, and 3.4.5

## Compliance Certification Calendar 2008-2010

### Revision

Date	Activity	Responsible
September 11, 2008	Review 2.1, 2.2, 2.3, 2.4, 2.5	Compliance Team
September 25, 2008	Review 2.6, 2.7.1, 2.7.2, 2.7.3, 2.7.4	Compliance Team
October 9, 2008	Review 2.8, 2.9, 2.10, 2.11.1, 2.11.2	Compliance Team
October 14, 2008	Core requirements to Leadership Team for	Chair and Liaison
October 16, 2008	Conduct SACS Survey	IRPE
October 17, 2008	All Fall Rosters Due to Dean's Offices	Academic Departments
October 23, 2008	Review 3.1, 3.2.1, 3.2.2 (3.2.2.1-3.2.1.5)	Compliance Team
October 30, 2008	Review 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7	Compliance Team
November 6, 2008	Review 3.2.8, 3.2.9, 3.2.10, 3.2.11, 3.2.12	Compliance Team
Early November, 2008	Faculty credentials training	3.7.1 Team
November 7, 2008	Fall Rosters Due to 3.7.1 subcommittee	Dean's Offices
November 13, 2008	Review 3.2.13, 3.2.14	Compliance Team
November 18, 2008	Transmit 3.1-3.2.14 to the Leadership	Chair and Liaison
November 20, 2008	<b>Canceled</b>	Compliance Team
December 1, 2008	Results of SACS Survey available	IRPE
December 4, 2008	Review 2.9, 2.10, 3.3.1, 3.3.1.1	Compliance Team
December 5-9, 2008	SACS Annual Meeting	All
<b>December 11, 2008</b>	<b>Canceled</b>	<b>Compliance Team</b>
<b>January 8, 2009</b>	<b>Canceled</b>	<b>Compliance Team</b>
January 15, 2009	Review 2.10 (revision), 3.3.1.2-3.3.1.5,	Compliance Team
January 22, 2009	Review 2.11.1, 2.11.2, 3.4.2, 3.4.4, 3.4.5	Compliance Team
January 29, 2009	Review 3.4.6, 3.4.7, 3.4.8, 3.4.9, 3.4.10	Compliance Team
February 5, 2009	Review 3.4.11, 3.4.12, 3.5.1, 3.5.2, 3.5.3	Compliance Team
February 10, 2009	All Spring Rosters Due to Deans	Department Chairs
February 12, 2009	Review 3.5.4, 3.6.1, 3.6.2, 3.6.3, 3.6.4	Compliance Team
February 19, 2009	Review 3.7.2, 3.7.3, 3.7.4, 3.7.5, 3.8.1	Compliance Team
March 2, 2009	All Spring Rosters Due to 3.7.1	Academic Departments
March 5, 2009	Review 3.8.2, 3.8.3, 3.9.1, 3.9.2, 3.9.3	Compliance Team
March 12, 2009	Review 3.10.1, 3.10.2, 3.10.3, 3.10.4,	Compliance Team
March 26, 2009	Review rewrites and 3.11.1, 3.11.2, 3.11.3,	Compliance Team
April 2, 2009	Review rewrites and 3.14.1, 4.1, 4.2, 4.3,	Compliance Team
April 2, 2009	Any remaining documentation to IRPE	Compliance Team
April 9, 2009	Review rewrites and 4.5, 4.6, 4.7, 3.7.1	Compliance Team
April 16, 2009	Last chance for Compliance to review	Compliance Team
Late April-Early May,	Review and comment	Pedro Reyes
	Official Compliance Certification sent to	

<b>Date</b>	<b>Activity</b>	<b>Responsible</b>
June-July, 2009	SACS Vice President reviews	Rudy Jackson
July 31, 2009	Editing completed	Editor
August 14, 2009	Compliance Data Base locked	Chair and Liaison
September 1, 2009	All Fall 2009 Rosters Due to Dean's Offices	Academic Departments
September 8, 2009	All Fall 2009 Rosters to Provost's Office	Deans
September 9, 2009	Compliance Certification overnighted to	SACS Liaison
November 2-5, 2009	Off-site review by SACS reviewers	SACS
November 9-13, 2009	Conference call to President on off-site	Rudy Jackson
December 5-8, 2009	SACS Annual Meeting, Atlanta	As needed
February 6, 2010	Focus Report to Leadership Team	SACS Liaison
February 26, 2010	Focus Report & QEP to on-site reviewers &	SACS Liaison
April 12-14, 2010	SACS On-Site Review	SACS
December 5-8, 2010	SACS Annual Meeting, Louisville KY	As needed