

SACS Compliance Certification Team Minutes
2/27/08

Present: Sophia Andres, Melissa Elston, Doug Hale, Roy Hurst, Kelly Kinnard, Becky Oekerman, Maureen Page, Bob Perry, Teresa Sewell, Karen Smith, Denise Watts, Bobbie Williams, Travis Woodward

Not Present: William Fannin, Narita Holmes, Melanie Nicholas, Leslie Toombs

I. Review of Minutes from 12 February 2008 Meeting

The minutes were accepted as written.

II. Review of Draft Editorial Guidelines

Ms. Page distributed a draft of the Editorial Guidelines for review. The Committee discussed the guidelines. Ms. Page will investigate additional assistance that might be available for those who are unfamiliar with the MLA guidelines. Ms. Page requested comments on the Editorial Guidelines by March 12, 2008. Ms. Woodward volunteered to distribute the University Standards sheets to all members of the Committee.

III. Discussion of Membership of Compliance Team Subcommittees

Members provided an update on the formation of their subcommittees. Drs. Toombs and Hurst are still looking for subcommittee members. It was noted that members are not required to have students on their subcommittees, but that it would be useful. It was also noted that subcommittee members can be on more than one subcommittee. Dr. Smith and Dr. Oekerman are available to make suggestions for faculty/staff who would be good subcommittee members. A list of subcommittee members needs to be sent to Dr. Oekerman and Dr. Smith. Subcommittees should keep minutes during their meetings.

IV. Review of Pre-Audit Status of Compliance Certification

Dr. Watts began by stating that several pre-audits had turned out very well, especially Dr. Aicinena's and Dr. Fannin's, and invited members to take a look at them. Dr. Watts asked that members submit paper copies of the documentation with their narratives as links are subject to constant changes. She also asked that members submit a list of external links. Members should also save a paper copy of materials from the HOP as it may change. Make sure that links are substantive rather than general. The question was raised whether the SACS website would be open to the general public or password protected. It was suggested that parts would be open while others would require a login. A Committee will be appointed soon to decide how the database will be developed. Dr. Watts reminded the Committee to address all of the elements of each *Principles* statement.

V. Next Meeting

The next meeting will be March 12, 2008 at 10:30 a.m. As soon as subcommittees are formed, remember to e-mail the names of the members to Dr. Oekerman and Dr. Smith. Comments on the draft Editorial Guidelines need to be submitted to Ms. Page by March 12th.