

SACS Compliance Certification Team Minutes
3/12/08

Present: Sophia Andres, Melissa Elston, William Fannin, Doug Hale, Roy Hurst, Kelly Kinnard, Melanie Nicholas, Rebecca Oekerman, Teresa Sewell, Karen Smith, Leslie Toombs, Denise Watts, Travis Woodward, Bobbie Williams

Not Present: Bob Perry, Narita Holmes

The Committee wished Dr. Karen Smith a happy birthday.

I. Review of Minutes from February 27, 2008 Meeting

The minutes were approved with the correction to Melissa Elston's name.

II. Report by Subcommittee Chairs on Work Status

- Dr. Hurst has divided his subcommittee into two groups: faculty and non-faculty members because of their schedules. The faculty members are Drs. Diane Post, Roland Spickermann, and Wilma Dye. The non-faculty group consists of people from academic advising and other areas. Dr. Hurst has visited with his team to let them know where they can get information. The subcommittee has finished 2.6.
- Dr. Watts stated that her subcommittee has been filled and that they will have a draft ready by next month.
- Dr. Andres stated that her subcommittee had divided up the work, and they will have a draft ready by the end of the month.
- Dr. Toombs noted that several people had turned down membership on her subcommittee. Dr. Oekerman will help to fill out the sub-committee roster.
- Ms. Williams has made assignments to her members, but that there have been questions about the difference between the University Compact and the University Mission Statement. Dr. Watts answered that the University Compact is a short term planning document between the University and UT System. The Compact will be described in 2.5.
- Ms. Sewell stated that Robert Vasquez, Rolando Diaz, and Efren Castro have committed to membership on her subcommittee.
- Mr. Kinnard has his subcommittee almost complete. He noted that the University police are checking with System about what can be made public. Mr. Kinnard also noted that the Emergency Manual is still a work in progress and the Master Plan needs some updating on the basis of the newly authorized construction. Pam Pipes is leaving her position and a new Radiation Safety Officer will need to be trained.
- Ms. Woodward stated that her subcommittee's writing was progressing quickly. Ms. Nicholas then asked whether their subcommittee's supporting documents needed to directly match the examples. Dr. Watts indicated that the documentation does not have to match exactly. Members can use UT Arlington as an example, but information at UTPB may be in different types of documents. Look for similar types of information.
- Dr. Fannin reported that the University continues to work on substantive change and will be in compliance with the more stringent requirements by the time it is necessary to write the section.

III. Questions

Dr. Oekerman opened the meeting for any additional questions. Dr. Andres asked where she could get a hard copy of the HOP and was told to speak to Caron in Dr. Forrest's office. It is possible to print short sections of the HOP from the home page for documentation purposes.

IV. Next Meeting

The next meeting will be April 9, 2008 followed by meetings April 23, and May 7, 2008. Initial drafts are due at the end of May. Dr. Oekerman also reminded members that she will not be returning in the fall and will step down as a co-chair at the end of the spring term. Dr. Smith will be taking over as committee chair.