

**SACS Compliance Certification Team Minutes**  
**5/22/08**

**Present:** Sophia Andres, Narita Holmes, Roy Hurst, Melanie Nicholas, Maureen Page, Robert Perry, Teresa Sewell, Karen Smith, Denise Watts, Bobbie Williams, Travis Woodward

**I. Overview of the Minutes from April 23, 2008**

The minutes were approved as written.

**II. Report by Denise Watts**

Dr. Watts began by discussing her recent experience as an off-site reviewer for SACS. She stated that SACS has gotten more stringent in their assessments; it is no longer enough to simply outline a procedure, it has to be proven to be institutional practice. Dr. Smith suggested that members create a table/ bullet list outlining all of the elements in their principles so that none are missed. She also noted that she has received approximately 70% of the committee chairs' drafts.

**III. Sub-committee Draft Reports- 2.5 (Watts)**

Dr. Watts gave a brief overview of the elements in 2.5 and how she addressed each one. She noted that 2.5 had forty-two elements of documentation. She then reminded members to highlight pertinent sections when linking to or citing documents. Members then discussed the importance of "freezing" web pages that have been cited as documentation (in the event that the website changes between the time of the citation and the actual review). Dr. Andres asked whether she should have separate footnotes for each subsection. Dr. Watts responded that they are only needed for the sections, not the subsections. Dr. Smith then reminded members to turn in their drafts by the next meeting (although she will accept them earlier). Deficiencies will be put on a master list.

**IV. Sub-committee Draft Reports- 2.71 (Andres and Perry), 2.7.2, 2.7.3**

Drs. Perry and Andres then gave a brief account of their shared section 2.7.1 giving an overview of the principle and its elements. This was followed by a critique of their section. The committee then repeated this procedure with sections 2.7.2 and 2.7.3.

**V. The next meeting will be June 11, 2008 at 2:00 pm.**