

(June 16th, 2013)

(8:30)

SACS Leadership Committee

(Building 9 Conference Room)

Chair: Jay Sullivan

Vice-chair: Dixon Boyles

Secretary: Jon Elmore

**Members
Attending:** Jennie Singleton, Erica Schatz, Crystal Ange, and Ben Morris

**Members
Absent:** Brenda Rogers

Minutes from Meeting (6.19.13)

Agenda Item

I. Welcome

Presenter: Jay Sullivan

Discussion Item: None

Action Taken or Recommendation: None

II. Approve Minutes from Last Meeting

Presenter: Jay Sullivan

Discussion Item: The minutes were briefly discussed. One minor revision was suggested.

Action Taken or Recommendation: Mr. Morris moved to approve revised minutes. Ms. Schatz seconded the motion.

III. Update on Writing Guide

Presenter: Jennie Singleton and Jon Elmore

Discussion Item: Mrs. Singleton and Dr. Elmore led a discussion of the writing guide. Several suggestions for revision were made. Dr. Elmore and Mrs. Singleton agreed to make proposed revisions and return guide to committee for final approval.

Action Taken or Recommendation: None

IV. New Business

Presenter: All

Discussion Items: Dr. Ange updated the committee on some of the changes to the committee structures. Dr. Boyles expressed concern that the writing center is under staffed going into the final year of the QEP. Dr. Sullivan stressed the need to define writing teams early in the fall term.

Action Taken or Recommendation: None

Other Information

Next Meeting: (6.17.13 at 8:30) In the conference room of building 9