

Wednesday, October 2, 2013

# SACS Leadership Committee

9:00 a.m.

Conference Room, Building 1

**Chair:** Jay Sullivan

**Vice Chair:** Rick Anderson

**Secretary:** Rebecca Adams

**Members Attending:** Ben Morris, Dixon Boyles, Brenda Rogers, Crystal Ange, Jennie Singleton, Erica Schatz

**Members Absent:** None

## *Minutes from Meeting (10/02/13)*

### **I. Approval of Minutes**

**Presenter: Jay Sullivan**

- Jay asked for approval of the previous meeting minutes. Crystal gave a motion, and Erica seconded. The minutes were approved.
- Rebecca will email the approved minutes to each member of the committee and submit to Tricia to post online.

### **II. Writing Guidelines**

**Presenter: Jay Sullivan**

- No changes have been received. Jay, Jennie, and Rebecca will work on correcting any minor grammatical errors and send to everyone. Also, a copy will be sent to the chair and vice chair of each committee.

### **III. Writing Teams**

**Presenter: Jay Sullivan**

- Jay and Rebecca met with Chet Jarman and Brenda Rogers on Monday (September 30) to discuss writing teams for the Personnel Evaluation Systems Committee. We would like to develop a resource packet for each committee. Some items to include are the reaffirmation report submitted five years ago, committee minutes (because of changes in membership), contact people (keyholders for data or information), current forms/timetables, a copy of the workbook, and the due date/timeline when the narrative should be submitted.
- Jay asked if anyone had any other suggestions to include in the resource packet. Dixon asked how we should handle it when there are overlapping standards, for example, several committees might all tie to SACS standard 3.3.1.1. He suggested a SACS template and standards be included in the resource packet and also have a copy placed on the SACS website.
- Crystal would like to know what each committee has. She asked if SACS Leadership Committee could get a copy of the resource packet for each committee.

### **IV. SACS Folder on the M drive**

**Presenter: Brenda Rogers**

- Brenda showed everyone the current organization of folders on the M drive. The SACS folder contains information back to 2009. The 2014 folder has not been created yet. She asked Jennie for a copy of the committee officers to give to Tony (Moore). Jennie said it can be found online on our website under General Information.

