# **SACS Leadership Committee**

9:00 a.m.

Conference Room, Building 1

Chair: Jay Sullivan

Vice Chair: Rick Anderson Secretary: Rebecca Adams

**Members** Ben Morris, Dixon Boyles, Brenda Rogers, Crystal Ange, Jennie Singleton,

Attending: Erica Schatz

Members None

Absent:

# 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.

- > There was discussion of read/write access for each committee. Jay said it is okay for other committees to have read access; however, we do not need to give a person access to delete anything. It might be a good idea to handle this on a "case by case" basis by giving access to just the ones who need it.
- Jay said we may have a problem with the links. It wouldn't be a good idea to copy and paste the information.
- Jennie asked if we can protect the folder, or if we need to protect each individual document. Crystal said we can leave the information in the folder as it is, but caution each chair and vice chair that the links have changed; just use these as samples.
- > Erica asked if we could include "How to Insert a Hyperlink" into the resource packet. Jay said the information is in the Writing Guidelines.
- > Jay asked Dixon if it would be constructive or destructive to copy the information on the M drive from 2009 to the present or if it would be best to start from scratch. Dixon said we probably need to start from scratch, but we could use the narratives from old reports as a starting point.
- Rick said as a new member, he would like to see old information to view how far we've come.

#### V. Professional Development

Presenter: Crystal Ange

Crystal said the deans are putting together dates to meet by division. She should have more information by our next meeting. "Professional Development for All," which is listed on the action plan, will be after spring semester. We will have a final "gear up" in January after we return.

#### VI. Vacant Position in Writing Center

Presenter: Crystal Ange

> Crystal said they will be conducting interviews in the next week or so for the vacant position Jon Elmore held in the Writing Center.

#### VII. SharePoint

Presenter: Jay Sullivan

Jay said SharePoint is not essential to the workflow of the SACS Committee. Brenda said she will have more to offer on this after her training in November.

#### VIII. LibGuides

Presenter: Jay Sullivan

- ➤ Jay said he has started working on LibGuides for any members of the committee needing information related to SACS. The link is beaufortccc.libguides.com/SACS. There are YouTube videos related to the 5<sup>th</sup> year report and other useful information. He asked if anyone could see any additional information needed on the site that wasn't there. He feels confident that this website is a safe place.
- No other business was discussed. Meeting was adjourned at 9:40 a.m.

## Other Information

Next Meeting: Wednesday, October 23, 2013 9:00 a.m. Conference Room, Building 1