

(May 8th, 2013)

(8:30)

SACS Leadership Committee

(Building 1 Conference Room)

Chair: Jay Sullivan

Vice-chair: Dixon Boyles

Secretary: Jon Elmore

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

Members Absent: None

Minutes from Meeting (5.8.13)

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: Dr. Sullivan suggested striking one sentence. The committee agreed.

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

III. Comments from Committee Reports

Presenter: All

Discussion Item: Dr. Ange led a discussion about how encouraging the reports were as a whole. The committee agreed. The committee also agreed that the forum would remain largely the same for future meetings. The committee discussed focusing the meetings next year on the 5 year review.

Action Taken or Recommendation: None

IV. Writing Guidelines

Presenter: All

Discussion Item: The committee discussed the need for a writing style sheet to be used by those contributing to the 5 year review.

Action Taken or Recommendation: Dr. Sullivan asked Dr. Elmore and Mrs. Singleton to prepare a style sheet and an example to present to the leadership team at our next meeting.

V. Timeline for Writing Duties

Presenter: All

Discussion Item: The committee agreed that establishing a timeline for writing the 5 year review is in order.

Action Taken or Recommendation: Dr. Sullivan asked Mr. Morris and Ms. Schatz to assist him in preparing a timeline to

be presented to the leadership team at our next meeting.

VI. SACS Sharepoint Site

Presenter: All

Discussion Item: The committee discussed the need to design our Sharepoint site.

Action Taken or Recommendation: Dr. Sullivan asked Dr. Ange, Mrs. Rogers, and Dr. Boyles to begin designing our site and consider a timeline for training Sharepoint users. They will present their progress at our next meeting.

Other Information

Next Meeting: (5.29.13 at 8:30) In the conference room of building 1