

Wednesday, November 12, 2014

## SACSCOC Leadership Committee

1:00 p.m.

Building 1 Classroom 104

**Chair:** Jay Sullivan

**Vice Chair:** Rick Anderson

**Secretary:** Rebecca Adams

**Members Attending:** Phylicia Bridgers, Crystal Ange, Ben Morris, Brenda Rogers, Justin Rose, Michele Mayo, Erica Schatz, Jennie Singleton

**Members Absent:** Charles Gullette

### *Minutes from Meeting (11/12/14)*

**I. Substantive Change** **Presenter: Crystal Ange**

- There are no substantive change updates at this point. We are working on the NERSBA response because of our ISA with Martin Community College.

**II. SACSCOC Training for Committees** **Presenter: Jay Sullivan**

- Presentations to committee chairs and vice chairs on November 24 should present a uniform message and design. Each group presented a rough draft of their presentation.

- Overview – Jay and Charles

Committees need to know the importance of the process and take ownership of their assigned standards. They need to know the role of the institution (meaning all of us collectively) in meeting the expectations of SACSCOC. The second slide in the overview presentation shows how everything flows through the SACSCOC Liaison. Everyone felt the order of the third slide should be as follows:

1. Overview
2. Committee Organization
3. Core Requirements
4. Comprehensive Standards
5. Federal Requirements
6. Documentation
7. Timeline
8. Time for questions

The fourth and fifth slides show committees how to visit the webpage, read, and become experts on their standards. They are directed to the Principles of Accreditation and Resource Manual. The committee added that the following also

needs to be addressed in the overview: what SACSCOC is, why it's important, and what stage we are in.

➤ Committee Organization – Jennie and Justin

The presentation references Appendix II in the Policy and Procedure Manual. The presentation will be emailed to everyone after the meeting, so the included hyperlinks will be very beneficial.

➤ Core Requirements – Crystal

It is important to explain how our institution and each of its parts is managed. It was recommended to briefly describe each core requirement but take one and describe it in detail. Crystal will include the mission statement in her presentation because it is also referenced in the Federal Requirements presentation.

➤ Comprehensive Standards – Ben and Brenda

The presentation will explain what the standards represent and how every institution must respond to them.

➤ Federal Requirements – Rick and Michele

These are the requirements everyone has to respond to.

➤ Documentation – Erica and Rebecca

Crystal offered to print the most recent version of the Resource Guide. Erica and Rebecca plan to give an overview of the Writing Style Guidelines. They will also choose a standard from the Resource Manual and give the description, relevant questions, and documentation. They will briefly mention that information will be coming on the annual report out process.

➤ Timeline – Phylicia

Phylicia will address the following: our next reaffirmation, when work normally occurs, and the QEP.

➤ Jay asked if the committee felt the need to make the meeting open to everyone. All agreed that the information would be beneficial to everyone. We would recommend it as professional development, but ultimately, the decision would be up to the supervisor. A reminder will be sent to all the chairs and vice chairs this week and next week as well as an invitation to all.

➤ The committee is to send the individual presentations to Jay by November 19.

➤ Phylicia suggested conducting a survey to those who attend the presentations to get their feedback.

**III. Approval of 10/22/14 Minutes**

**Presenter: Jay Sullivan**

- Jay asked for a motion to approve the 10/22/14 minutes. Ben made a motion, and Phylicia seconded. Minutes were approved.

***Other Information***

**Next Meeting: TBD (January 2015)**