

Tuesday, March 17, 2015

## SACSCOC Leadership Committee

2:00 p.m.

B1CR (1-108)

**Chair:** Jay Sullivan

**Vice Chair:** Rick Anderson

**Secretary:** Rebecca Adams

**Members Attending:** Crystal Ange, Lisa Hill, Ben Morris, Justin Rose, Erica Schatz,

Phylicia Bridgers, Jennie Singleton

**Members Absent:** Rick Anderson, Brenda Rogers

**Guest:** Dr. Barbara Tansey

### *Minutes from Meeting (3/17/15)*

#### **I. Thoughts on Accreditation**

**Presenter:** Dr. Tansey

- Right now we need to be working on the following:
  1. GAP Analysis
  2. Assessment by every area
  3. Fix the gaps found
  4. Train up all the teams that are not up to speed
  5. Develop a SharePoint structure
  6. Strong commitment among SACSCOC Leadership Committee
- Our timeline is as follows:
  - 2016 (Critical history year)
    - Write parts of documents and QEP research for topic
  - 2017 (Critical history year)
    - Write documents that sound like one voice and QEP development
  - February-March 2018
  - September-October 2018 (On-site visit)
  - June 2019 (Mail out SACSCOC documentation and online piece).

#### **II. Minutes**

**Presenter:** Jay Sullivan

- Crystal made a motion to approve the last meeting minutes, and Justin seconded the motion. With all in favor, minutes were approved.

#### **III. New Member**

**Presenter:** Jay Sullivan

- The committee made welcome Lisa Hill in her new position as dean of arts and sciences. Crystal noted the importance of including all deans on the committee for continuity.

#### **IV. Replacement of Members**

**Presenter: All**

- Senior Staff will look at replacing our members lost, Michele Mayo (faculty representative) and Charles Gullette (finance representative) after their taking on of new roles. Finding a finance representative replacement is very important in the 10 year report.
- Jay asked for the committee to submit their suggestions to Senior Staff, which they will discuss at the summer retreat. Jennie suggested appointing a representative from IT or administrative services as Brenda will be rotating off the committee soon, and she was instrumental in facilitating the software creation for the fifth year report.

#### **V. Substantive Change Items**

**Presenter: Crystal Ange**

- We have not had any official substantive change items to send to SACSCOC. We did send them a letter stating our P.O. Box address change.
- The fifth year report included 17 standards and the QEP. We received a notification letter and were cited on standards 3.3.1.1 and 4.5. This letter was presented to the board of trustees at the February meeting. For standard 3.3.1.1, we lacked concrete examples of our student learning outcomes. For standard 4.5, we did not provide information to the reader in an easily locatable place. Because 4.5 is a federal requirement, we are under immediate monitoring.
- We would greatly benefit from paying an outside reviewer, preferably January 2018 in order to receive feedback in time to make content changes.
- The QEP report was accepted. We were transparent and honest about what we tried and the lessons we learned.

#### **VI. SharePoint**

**Presenter: Jay Sullivan**

- The SharePoint site for the SACSCOC Leadership Committee is available to each member. Jay advised the committee not to use a Chrome browser.

#### **VII. GAP Analysis for Standards**

**Presenter: Jay Sullivan**

- Each standard and description is listed in a table under "SACSCOC standards" on the SharePoint site. Everyone is encouraged to look at the existing documentation and add anything specific to their department they know is missing.
- The GAP analysis is a very big project because the 10 year report includes 95 standards in addition to other policies.

#### **VIII. Action Items (Report Out)**

**Presenter: All**

- The annual committee report outs will tell us what we need to improve on our campus committees.

### ***Other Information***

**Next Meeting:** TBD (within next few weeks)