

Tuesday, June 9, 2015

SACSCOC Leadership Committee

10:00 a.m.

Building 1 Conference Room

Chair: Jay Sullivan

Vice Chair: Rick Anderson

Secretary: Rebecca Adams

Members Attending: Ben Morris, Lisa Hill, Jennie Singleton, Brenda Rogers, Phylicia Bridgers, Justin Rose

Members Absent: Rick Anderson, Crystal Ange, Erica Schatz

Minutes from Meeting (6/9/15)

I. Approve 3/17/15 Minutes

Presenter: All

- Lisa motioned to approve the minutes as presented. Jennie seconded the motion. With all in favor, minutes were approved.

II. GAP Analysis

Presenter: Jay Sullivan

- Each subcommittee is to review its assigned standards in detail to see what documentation already exists that would help us demonstrate compliance and also identify any gaps where we do not have documentation at present to address the standards. The deadline is **August 7, 2015**. This gap analysis will prepare us for the 10 year compliance report, which needs to be started spring 2016.
- Members need to keep in mind that all policies are board approved. Board of trustees meet every other month, with the exception of December. If a policy needs to be created and approved, it could take some time.
- On the committee SharePoint site under SACSCOC standards in the Quick Launch bar, complete the Existing Documentation column for your assigned standards. To find your assigned standards, look at Tasks in the Quick Launch bar.
- The 2008-2009 report is a good starting point as well as what SACSCOC lists as documentation. Expectations and some standards and documentation have changed since 2008-2009.
- List documentation as hyperlinks if located on our website. If not, list and label as "need electronic copies."

III. Substantive Change **Presenter: Jennie Singleton**

- We sent a letter to SACSCOC notifying them of the three programs we recently terminated: esthetics technology, manicuring instructor, and web technologies. These terminations were required by the system office. No teach out plan was completed because no students were in these programs and have not been for quite some time.

IV. Remaining Action Items **Presenter: Jay Sullivan**

- Review the writing style guidelines, substantive change handbook, and annual reporting process.

V. Committee Report **Presenter: Jay Sullivan**

- We need to compile our own report as other standing committees did in April.
- Some information was entered in the online template during the meeting.

Other Information

Next Meeting: TBD (within the next 3-4 weeks)