

# **SACS Steering Committee Meeting**

## **January 24, 2019**

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The SACS Steering Committee met on Thursday, January 29th at 1:30 p.m. in McCandless Hall 3<sup>rd</sup> Floor Conference Room. Present were Ms. Pam Clark, Recorder, Mr. Jonathan Craft, Ms. Lynn Frank, Ms. Jackie Gooch, Mr. Jeff Guenther, Dr. Rosemary Hodges, Dr. Greg Holliday, Mr. Chris Latham, Dr. Ronnie Merritt, Dr. Katherine Quinnell, Dr. Jackie Smith, Dr. Bruce Thomas and Ms. Debra Vaughn.

Dr. Smith called the meeting to order at 1:30 p.m. She welcomed everyone and thanked them for their attendance. She mentioned her visit to the SACS Conference last December where she received a confirmed date for the SACS visit to Athens State University.

### **I. Updated Timeline**

- The reaffirmation activities timeline has been revised (see Handouts).
- SACS' on-site visit will be April 13-15, 2021.
- Committee members will be interviewed at the site visit.
- The Compliance Certification Report is due September 8, 2020.
- Everything must be provided on the Compliance Report since reviewers will not search for information.
- The Off-Site Peer Review is November 3-6, 2020.
- Dr. Smith talked about having the COC Staff Advisory visit in early 2021 after we have received the Off-Site Report in December of 2020.
- Dr. Taylor, COC Staff Advisory, expressed a desire to visit the campus on the week of November 23, 2020. Dr. Smith will keep the committee posted on a definite date.
- The Quality Enhancement Plan (QEP) is due March 2, 2021.

### **II. Quality Enhancement Plan Update**

- The QEP team has been self-appointed with several members of the Strategic Planning Committee volunteering.
- Several topics have been suggested for the next QEP.
- The QEP Team requested a kick-off event at the University Faculty/Staff meeting on February 1, 2019.

### **III. Handbook for Reaffirmation**

- The Handbook for Institutions Seeking Reaffirmation is available for anyone who would like a copy.

### **IV. Document Management – SACS Drive**

- Committee members will be given access to the SACS drive where all of the SACS documentation is saved.
- Folders will be created for 2021 for members to store their data.

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### V. Quick Reference Guide

- Committee members volunteered to work on the following sections:
  - Sections 1, 2 and 3 are not new.
  - Section 4 – Ms. Gooch
  - Section 5 – Mr. Craft, Ms. Gooch and Mr. Guenther
  - Section 6 – Ms. Frank, Dr. Hodges, Dr. Merritt, Dr. Thomas and Ms. Vaughn
  - Section 7 – Mr. Guenther and the QEP Director (will be named later)
  - Section 8 – Mr. Guenther, Dr. Hodges, Dr. Holliday, Dr. Merritt, Dr. Quinnell, Dr. Thomas and Ms. Vaughn
  - Section 9 – Dr. Delap and Dr. Holliday
  - Section 10 – Ms. Gooch, Dr. Holliday and Ms. Vaughn
  - Section 11 – Dr. Quinnell
  - Section 12 – Mr. Craft, Ms. Frank and Dr. Holliday
  - Section 13 – Mr. Craft
  - Section 14 – Ms. Gooch, Mr. Guenther and Mr. Latham
- Dr. Smith will be involved in every section.
- Committee members will get assistance from personnel who work in their areas to help complete their sections.
- A list of personnel that will help should be sent to Dr. Smith or Ms. Clark.

### VI. Writing Plan Discussion

- The SACS drive can be used to help create sections that are already in existence or need minor revisions.
- Bookmark the Policy Library and use it in completing the sections.
- Ms. Gooch suggested tagging the narratives that involve policy to verify correctness. Policies have the SACS Standard at the top.
- The policies will be dropped in the sections on the SACS drive for convenience.
- Think about a timeline for the first and second drafts.
- Dr. Hodges suggested having a one voice team to edit so the report appears to be written by one person.
- The goal is to have the final version of the report completed in July 2020 for external individuals to critique.
- There will be a SACS portal where all of the completed sections will be entered.
- There will be a document room for hard copies for the site visit.

### VII. Review Appendix A & C – Resource Manual

- Appendix A
  - Column 3 sections must meet all of the checked boxes.
  - Column 7 – check marked sections have to be published, show how implemented and give evidence.
  - Nineteen standards require policy.
  - There is a search box in the Policy Library to help locate a certain policy.

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- Appendix C
  - Distance Learning (DL) is embedded in every standard.
  - SACS does not differentiate between face-to-face, blended and distance learning so this should be taken into account when writing.
  - The Alabama Center for the Arts (ACA) and Wallace-Hanceville will have a site visit.

### **VIII. Website**

- There will be a SACS page created on the Athens State website. Suggestions for the website are welcomed.
- The committee agreed to meet every other month to 2020, then meet once a month until the process is complete.

The meeting adjourned at 2:40 p.m.

Respectfully submitted: Pamela D. Clark

Handout given at meeting:

1. 2021 Reaffirmation Activities Timeline
2. SACSCOC Quick Reference