

SACS Steering Committee Meeting

June 22, 2020

The SACS Steering Committee met on Monday, June 22nd at 1:30 p.m. via Zoom. Present were Ms. Pam Clark, Recorder; Mr. Jonathan Craft; Ms. Jackie Gooch; Mr. Jeff Guenther; Dr. Greg Holliday; Mr. Chris Latham; Ms. Katia Maxwell; Dr. Katherine Quinnell; Dr. Jackie Smith; Dr. Bruce Thomas; and Ms. Debra Vaughn. Ms. Lynn Frank was absent.

In compliance with Governor Ivey's COVID-19 health order, the committee did not meet in person.

Dr. Smith called the meeting to order at 1:30 p.m. She welcomed everyone and thanked them for their time.

Dr. Smith asked for a motion to approve the June 9th minutes. Dr. Quinnell made a motion and Dr. Thomas seconded the motion. The minutes were unanimously approved on a voice vote.

I. Purpose

The purpose of the meeting was to acknowledge any problems or questions with the narratives of the Compliance Certification Report.

II. Discussions

- Dr. Smith stated all work should be saved on the SACS drive with a date included in the file name. She asked everyone to check for one version of their standard narratives in the SACS drive and delete old versions to reduce confusion.
- Ms. Gooch has added identical language in every standard after the introductory paragraph that describes the uniqueness of the institution. She also ensured that each narrative contained a restatement of the standard. For consistency through the report, the narratives will be formatted and links will be entered. Documents should be saved in the supporting evidence folder on the SACS drive.
- Dr. Smith added notes (highlighted in yellow) in the standards for areas that need attention.
- Dr. Smith requested the members to upload their narratives and supporting documents by this Friday, June 26th for the report to be printed and shared with the group.
- Dr. Smith requested the members to carve out an hour in the workday to read someone's else narrative and check for missing information or get ideas for their narratives.
- To reiterate, there are two requests that Dr. Smith made:
 - Make sure there is only one version of the section narrative in the SACS drive.
 - Have all worked saved in the SACS drive by Friday for printing the first draft.
- Ms. Maxwell gave a brief update on the Quality Enhancement Plan (QEP). A definition for experiential learning has not been established yet. The QEP Leadership Team will meet tomorrow to discuss the lit review, the QEP logo, student and University outcomes and student surveys.

Dr. Smith thanked everyone for their time and effort on the report. She stated the narratives contain impressive writing and she is appreciative for the work on the report.

The meeting adjourned at 1:53 p.m.

Respectfully submitted: Pamela Clark