

SACS Steering Committee Meeting

June 9, 2020

The SACS Steering Committee met on Tuesday, June 9th at 1:30 p.m. via Zoom. Present were Ms. Pam Clark, Recorder; Ms. Lynn Frank; Ms. Jackie Gooch; Mr. Jeff Guenther; Dr. Greg Holliday; Ms. Katia Maxwell; Dr. Katherine Quinnell; Dr. Jackie Smith; Dr. Bruce Thomas; and Ms. Debra Vaughn. Mr. Jonathan Craft and Mr. Chris Latham were 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 May 26th minutes. Dr. Quinnell made a motion and Mr. Guenther 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

- Ms. Gooch is frequently updating the hyperlinks master document located in the SACS folder. It contains links (in PDF format) that will be used for consistency throughout the report. The intent is to stay with stationary links instead of live links in the standards.
- Faculty rosters are currently being updated. Curriculum vitae and job descriptions have been updated and uploaded in Standard 12.2. Resources have been uploaded for 12.2, 12.3 and 12.4.
- Dr. Smith asked the committee if they wanted to go back to saving their work on the SACS drive instead of Blackboard (Bb) since most people were back on campus. She stated it would be easier to have everything saved in one location. Most members agreed the SACS drive would be easier to save their work. Dr. Smith stated going forward all work is to be saved in the SACS drive and to include a date in the file name. If members do not have access to the SACS drive, documents can be dated and emailed to Dr. Smith, Ms. Gooch, or Ms. Clark for uploading into the SACS drive.
- In June, the University Organizational Chart is reviewed and revised if needed. Dr. Smith stated an organizational chart should be placed in every section that references a roster. Dr. Holliday suggested the organizational charts should granulate to all employees. Human Resources is reaching out to the Vice Presidents for organizational charts for their areas.
- All Operating Policies have been placed in the SACS drive in the compliance certification folder.
- All syllabi labeled "no college" have been placed into section 6.2.
- Other helpful resources are located on the Knowledge Base web page. There are specific sections for students, faculty and staff.
- Dr. Holliday asked where we stand in completing the draft of the compliance report. Dr. Smith stated that we are half way complete. Sections 2, 3, 4 and 5 are in good shape. Sections 6, 8, 10 and 14 need work. Ms. Vaughn stated she is searching for

SACS Steering Committee Meeting

June 9, 2020

documents related to section 6.4, specifically committee minutes, charters and committee members with titles. Ms. Clark will send her the information and save it in the SACS drive.

- The goal is to have the final draft of the compliance report complete by June 30th. Dr. Smith plans on printing the compliance report and circulating the document among the committee members for reviewing and editing.
- Dr. Smith reminded everyone that the compliance report is due to SACS on September 8th. She plans on sending it August 31st or September 1st.

Dr. Smith expressed her sincere appreciation to everyone for their time and effort on the report. She stated that she recognizes everyone has valuable jobs to perform along with the extra work of the report.

The meeting adjourned at 2:25 p.m.

Respectfully submitted: Pamela Clark