

SACS Steering Committee Meeting

September 9, 2019

The SACS Steering Committee met on Monday, September 9th at 1:00 p.m. in Waters Hall Room N201. 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 1:00 p.m. She welcomed everyone and thanked them for their attendance.

I. Writing Assignments

- Dr. Smith reiterated what section(s) each person is to work on (see handout).
- The narrative for each standard will begin with a statement that tells the reader about the University.
- Dr. Hodges suggested minimizing access to external links when writing narratives.

II. SACS Drive

- The SACS drive has section folders which contain a template with language, the policy related to the standard, documents to assist with writing narratives and an evidence folder.
- Dr. Merritt asked what years we are using for the data? For faculty data, fall 2019 and spring 2020 will be used and for student achievement fall 2017 through spring 2020 will be used.

III. SACSCOC Resource Page

- Dr. Smith stated resources that could help with the writing of the narratives:
 - SACS resource room
 - SACSCOC web page which has presentations
 - Sample of institutions that can be used to see what was written and how it was submitted. Links will be emailed to the committee members.
 - UAB has a dedicated web page for SACS
 - SACS to create portal where report can be submitted.

IV. Writing Timeline

- Dr. Smith reminded everyone that September 8, 2020 is the Compliance Report due date.
- The following dates were discussed and agreed upon:
 - June 30, 2020 – final narrative drafts due for each section.
 - August 4, 2020 – **FINAL** report completed (links working, appendices, etc.) and ready for flash drive or portal submission.

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- Monthly meeting dates to check-in:
 - October 14, 2019
 - November 11, 2019
 - December 2, 2019

Dr. Smith expressed her appreciation for all of the committee's work on this project

The meeting adjourned at 1:43 p.m.

Respectfully submitted: Pamela D. Clark

Handout given at meeting:

1. 2021 Compliance Certification Report – Writing Assignments