SACS Reaffirmation
Leadership Team Meeting
October 19, 2006 9:30 a.m.

Members: Byron Bond, Jim Chapman, Joanne Glasser, Keith Johnson, Jaleh Rezaie, Aaron Thompson, Sherry Robinson, and Virginia Underwood representing the President.

Members Present: Dr. Chapman, Jaleh Rezaie, Byron Bond, Sherry Robinson, Aaron Thompson, Keith Johnson, and Virginia Underwood representing the President.

Guest: Philip Gump and Onda Bennett

Note Taker: Tina Nix

1) Approval of Minutes
   • Minutes for September 21, 2006, were approved.

2) Reports and Discussions
   a. QEP
      • Addressed in section 3.
   b. Compliance
      • Addressed in section 4.
   c. CP&R
      • A handout on upcoming events was distributed to the Leadership Team.

3) On-site Visit
   • The Leadership Team discussed the interview process for our on-site review. There will be six three hour workshops conducted in March to train small groups of people that will be interviewed by the SACS reviewers. They will receive a copy of the QEP report to review before the workshops. Dr. Chapman will contact Mike Johnson to get a template for the visit.
   • The 5th floor conference room will be reserved for the entire on-site visit as well as the workshops conducted in March. SSB 429 and 428 will be reserved for the SACS Reviewers office while they are on campus.
   • The QEP group needs to meet with the members of the Board to see who will be available to meet the SACS reviewers.
   • Group number 3, Aaron Thompson, program authors, and select QEP Steering Committee members will meet outside of the three hour workshop. Group number 5, Stacey Street, Shannon Means, Bethany Miller, Rose Perrine, Carole Garrison, Tom Watkins, and E.J. Keeley, will also meet outside of the three hour workshop. Aaron and Onda will get the groups together.
   • Dr. Chapman or President Glasser will address the Executive Faculty Senate regarding the QEP. November 6th will be an introduction of the QEP. December 4th will be a more in depth description of the QEP.
• Jaleh Rezaie and Onda Bennett will create a list of people to attend the SACS site visit. An invitation will be sent from the President.

• Dreidre Adams will handle arrangements for food and reservations for the SACS reviewers.

4) Follow up plans on the compliance issues (time-line and responsible parties).

• Graduate courses need 500/700 syllabi by December 1\textsuperscript{st}. Dr. Chapman will contact the Deans. The Deans will contact the Chairs to let them know that all syllabi needs to be submitted to Jerry Pogatshnik. Jerry is working on plan to review the syllabi.

• Aaron and Sherry will get a protocol for hiring new faculty. Faculty credentials must be checked by December 1\textsuperscript{st}. A list of terminal degrees needs to be established.

• The Leadership Team discussed having one particular office to handle all Memorandum of Agreements. This office would create a database. A task force will be appointed to come up with a protocol for reviewing the memorandums. Dr. Chapman and Aaron Thompson will review the memorandums.

• Sherry needs help reviewing the independent studies. Jaleh will set up a sub-group to help with this project.

• The employee evaluation process is in progress.

• Undergraduate courses (increasing rigor by level) should be incorporated in the program review.

• A sub-group needs to be formed to develop criteria for hiring coordinators and directors as well as defining the job description for both positions. Dr. Chapman will follow up on this.

5) Other

Meeting adjourned at 10:50 a.m.