SACS Reaffirmation
Leadership Team Meeting
November 30, 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: Jaleh Rezaie, Byron Bond, Sherry Robinson, Aaron Thompson, Keith Johnson, Dr. Chapman, and Virginia Underwood representing the President.

Guest: Philip Gump, Rich Boyle

Note Taker: Tina Nix

1) Approval of Minutes
   • Minutes for November 16, 2006, were approved.

2) Review of the off-site report
   a. 2.4, 3.1.1, and 3.2.2.1—This is a question for Mike Johnson. How do we clarify the Mission Statement? Dr. Chapman will get a letter from CPE clarifying the relationship between the CPE Approved mission and the Institutional mission statement.
   b. 2.5—TracDat link not working. Philip will follow up.
   c. 2.8—Link to FTE with student credit hours taught. Aaron will send report to Sherry and Philip.
   d. 3.2.10—Virginia will get adequate information and Philip will check the links. We need to ask Mike Johnson if we need an evaluation for every administrator. Non-academic personnel did not have a review process. There is a process being implemented to evaluate non-academic personnel. The review will be completed by the on-site review visit.
   e. 3.2.13—Joey Foster will be meeting with the executive committee in December and going before the Board in January.
   f. 3.4.1—Philip will check links.
   g. 3.4.7—This needs to be clarified. All of the courses are designed and taught by EKU faculty. Jaleh will follow up with Lawrence Hayes, ITP Coordinator.
   h. 3.4.8—We need to show that the faculty evaluated this course and found it to be equivalent to SWK 455. We need a course description. Rich will follow up.
   i. 3.4.9—Need to ask Mike Johnson what academic support the university is required to provide on-line students. Byron will supply documentation.
   j. 3.4.13—Sherry will provide Dr. Chapman her list of coordinators that she has received vitae for. Dr. Chapman will request the remaining vitae from the Deans.
   k. 3.4.14—We need to emphasize the training that we have available for students. Philip, Mona, and Gene Kleppinger will follow up.
   l. 3.5.1—Aaron will follow up.
   m. 3.6.2—Cross reference to 3.6.1, create link.
n. 3.7.1—ITP faculty in Louisville need to be added to the roster. The roster needs to be reviewed and departments alerted not to hire individuals that are not qualified. Sherry and Aaron will meet to go over the list. Sherry will follow up with Jesse to get a computer generated script.

o. 3.9.3—Philip will follow up with Claire Good.

p. 4.1 – We need to ask Mike Johnson about the meaning of the phrase “Completing a course”. Gary will follow up.

q. 4.7—Philip will clarify the catalog versions used.

r. Ask Mike Johnson if the on-site team will look at things the off-site team did not rule us out of compliance on.

s. Ask Mike Johnson if we can add or change documentation to the website.

t. Ask Mike Johnson what format needs to be used for the focus report & how do we provide updated documentation.

Meeting adjourned at 11:15 a.m.