SACS Reaffirmation
Leadership Team Meeting
January 18, 2007 9:30 a.m.

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

Members Present: Rodney Piercey, Aaron Thompson, Keith Johnson, Jaleh Rezaie, Byron Bond, Virginia Underwood, and Sherry Robinson

Guest: Gary Kuhnhenn and Philip Gump

Note Taker: Tina Nix

1) Approval of Minutes
   - Minutes for January 11, 2007, were approved as submitted.

2) Reports and Discussion
   a. QEP
      - The QEP has been reviewed and the final draft is complete. Philip will put plan into PDF format. Jaleh will send the plan to the President’s office today for distribution to the campus community this afternoon. The plan will go to the printer by February 15th.
      - Sandra Jordan would be interested in serving on the QEP portion of the on-site review team. Jaleh will check with D. Brooks to see if there would be a conflict of interest.
   b. Compliance
      - No focus reports have been submitted at this time.
   c. C&PR
      - Onda and Jaleh met with the C&PR committee. Preparations for QEP information campaign is underway.

3) Review of Focus Reports
   - 2.4, 3.1.1, and 3.2.2.1 all deal with the Mission Statement. Virginia will have the focus reports to Sherry on Monday.
   - 2.5 had several link issues. Philip will write a paragraph explaining the link issues.
   - 3.2.10-Virgina is working on it.
   - 3.2.13—The Board has approved. Hunter has signed it and Cheryl Harris has sent it off.
   - 2.8—The language about part-time and full-time faculty needs to be clarified. We have more part-time faculty, but the full-time faculty teach the majority of the classes.
   - 3.3.1—The links have been fixed. Philip will write a paragraph explaining that there were just link issues.
   - 3.4.1—The links have been fixed. Philip will write a paragraph explaining that there were link issues.
• 3.4.7—There have been a couple of meetings regarding the ITP program at Louisville. There will be a memo sent to SACS stating that we have an extended campus at Louisville. A new MOA is being prepared. Jaleh and Sherry will be meeting to create a template. The transcripts have been changed so that it does not say the ITP Program at Louisville. The Registrar’s office created an attribute in Banner to be able to distinguish the Louisville campus students from the Richmond campus students.

• 3.4.8—This focus report has been sent to Dr. Brooks.

• 3.4.9—Dr. Brooks will be asked to take a look at this one.

• 3.4.13—Sherry will have this completed and sent to Dr. Piercey for review and in case she needs more qualifications from the Deans.

• 3.4.14—Keith communicated with Mona Isaacs and Gene Kleppinger to write this narrative. He has sent an email to Mona and she will get him the needed information by next week.

• 3.5.1—A focus report will be done and have a supplementary narrative to reflect the new standards. Stacey Street is putting together a competency report.

• 3.5.2—Jaleh is taking care of this one.

• 3.6.2—Dr. Brooks has been asked to review this one.

• 3.7.1—Sherry is working with Jesse on creating the needed chart for this one.

• 3.9.3—This one had link issues. Philip will write a paragraph explaining the link issues.

• 4.1—Sue Cain will be asked to write up something about developmental courses. Bethany will run a report on high failure rate courses.

• 4.7—This one is complete.

• All reports need to be sent to Sherry by Wednesday of next week.

• Jaleh will let Richard in printing know about the upcoming projects.

Meeting adjourned at 10:45 a.m.