Fayetteville State University  
SACS Steering Committee  

Meeting Minutes:  
October 1, 2009  
3:00 PM

Opening:  
The monthly meeting of the SACS Steering Committee was called to order on October 1, 2009 at 3:06 PM in the Chancellor’s Conference Room by SACS Liaison and Self-Study Director Marion Gillis-Olion.

In Attendance:  
Marsha McLean, Chair, Writing Committee  
Janice J. Haynie, Institutional Effectiveness Committee  
Arthur Affleck, Steering Committee  
Geraldine Munn, Chair, Quality Enhancement Plan Committee  
Rollinda Thomas, Chair, Undergraduate Programs Committee  
Joseph Johnson, Graduate and Post-Baccalaureate Professional Programs  
Pamela Jackson, Chair, Financial Resources  
Jon Young, Institutional Effectiveness Committee  
Juanette Council, Chair, Physical Resources Committee  
Samuel Adu-Mireku, Chair, Institutional Effectiveness Committee  
Bertha H. Miller, Chair, Institutional Mission Committee  
Marion Gillis-Olion, SACS  
Crystal Campbell, SACS Administrative Support  
Robert Botley, Institutional Effectiveness Committee  
Pius Nyutu, Chair, Student Affairs and Services Committee  
Perry Massey, Chair, Governance and Administration Committee  
Ben Minter, Logistics Committee

Not present:  
James Anderson, Chancellor  
Booker T. Anthony, Library and Other Learning Resources Committee  
Dianne White-Oyler, All Education Programs Committee  
Thomas E. Conway, Chancellor’s Office  
Terri Moore-Brown, Chair, Faculty Committee  
Nick Ganesan, Library and Other Learning Resources Committee
1. **Update Since Previous Meeting**
   - 80% of committees have met, 100% must meet by mid-term
   - Board of Trustees received accreditation packet and an article will appear in the next FS&U Magazine. The FS&U is a public magazine read by trustees, faculty, staff members, and the like.
   - April 19-21, 2011 is the scheduled on-site visit for follow-up of non-compliance items and determination of QEP capabilities.
   - The Self Study Director is requesting rosters from each committee with demographic information of every committee member be submitted to the SACS office. Also requested is attendance within the meeting minutes before submission.
   - Travel documents for those wishing to attend the annual meeting MUST be turned in as soon as possible.
   - An email will be distributed containing a list of other institutions undergoing the accreditation process with URL links to their respective sites to serve as examples and give further insight to this process.

**Committee Meeting Outcomes/Concerns:**
- Dr. Miller stated modifications of the university mission statement have been made and are currently being reviewed by the Board of Governors for approval. Final modifications will be sent out once approved.
- The question was raised how to handle committee member’s non-attendance and the resolution is to direct a letter of non-participation to the member and their supervisor or utilize Blackboard as a tool for those who are not able to attend. Also stated was that if a committee member is in attendance of meetings, they must add value.

**Operational Planning Results**
- Operational Plans need to be rendered for submission to the Institutional Effectiveness Committee for review as soon as possible. It was agreed upon that plans should be complete before doing so. Plans should also be detailed as opposed to broad or general.
- A question concerning the QEP papers or White Papers was asked during the meeting and Dr. Munn stated that it has been resolved that a survey soliciting input for QEP topics should replace the white paper. Sample QEP topics are located on both the Institutional Resources website and SACS website.
- Xitracs training was discussed and the discussion on the proper way to submit reports came about. Xitracs is to be accessed by committee Chairs, once a report or document is ready to be posted it can be either given to the SACS office or inputted by the Chair. The Writing Committee will then review. The Writing Committee is in the process of establishing guidelines for committee reports and it was agreed upon that the style formatting to be used is APA.
The October 1, 2009 Steering Committee meeting adjourned at 4:07pm. Next meeting is scheduled for November 5, 2009.