Fayetteville State University
SACS Steering Committee

Meeting Minutes:
November 5, 2009
3:00 PM

Opening:

The monthly meeting of the SACS Steering Committee was called to order on November 5, 2009 at 3:03 PM in the Chancellor's Dining Room by SACS Liaison and Self-Study Director Marion Gillis-Olion.

In Attendance:

Dianne White-Oyler, All Education Programs Committee
Rollinda Thomas, Chair, Undergraduate Programs Committee
Pius Nyutu, Chair, Student Affairs and Services Committee
Bertha H. Miller, Chair, Institutional Mission Committee
Perry Massey, Chair, Governance and Administration Committee
Samuel Adu-Mireku, Chair, Institutional Effectiveness Committee
Nick Ganesan, Library and Other Learning Resources Committee
Jon Young, Institutional Effectiveness Committee
Pamela Jackson, Chair, Financial Resources
Joseph Johnson, Graduate and Post-Baccalaureate Professional Programs
Robert Botley, Institutional Effectiveness Committee
Marion Gillis-Olion, SACS Steering Committee
Crystal Campbell, SACS Administrative Support

Writing Guidelines Comments

- While the established writing guideline for committee reports is APA, some revisions are still needed for reports, documents, and evidence before submission. Please be cognizant of writing styles.
- The final SACS Analysis is questioning not just describing; what is there? What needs to be there?
- Each committee needs to include documentation for all data uses in operational plans. Proper supporting evidence is vital to the SACS accreditation process.
- Changes must be captured between the old catalog and the new one. Also, typographical errors are being corrected. Please report any errors you notice.
- The question was raised as to what type of course catalog has originated from Banner? Further research is necessary for an accurate response.
QEP Process

- Help and suggestions are still needed in reference to the QEP process and topics from committee members. All of which are due by the next meeting in December.
- The white paper population has stalled due to minor complications, but the QEP process is located on the Blackboard site as well as five possible topics: CLA in the classroom, NSSE data, reading and writing across the curriculum, globalization, and freshman year experience.
- Self-nomination for committee appointment continues for those individuals who are interested.

Update from Committees

- Student Affairs- Departmental evidence/data remains to be gathered from some areas of the University which is hindering the Student Affairs committee’s efforts to continue to create its evidence report. As for policies and implementation, the student records offices have complied.
- Institutional Effectiveness- Standards assessing student achievement- a decision was made to purely document evidence only. Job placement issues require more work.

Core standards:
- Standard 2.5 has focused on looking at process and allowing Standard 3.3.1 to look at using data as evidence that the processes are working
- Respective members are also populating preliminary lists or drafts of reports for standards evaluation
- Mission Statement- the University mission statement modifications and core values have been approved; they are being updated on university advertising mechanisms. Campus flags and Bronco Way are being replaced by new the mission statement and strategic priority.
- Financial Resources- Financial audits and facilities issues are being ironed out for reports to be created.
- Governance and Administration- List of 15-16 standards are ¾ complete.
- Graduate- The committee is currently working on a rough draft of compliance certification report and will be complete by next Thursday, November 12. Folders are also created by standard on the Blackboard website for report submission. 8 standards needed for response instead of 12. Committee members are currently being assigned their respective standards. Standard 3.6.4 is not located in old SACS Resources Manual, but contained in the new SACS standards manual.
- All Education Programs- Committee has created and is currently using Blackboard site for reports and evidence for submission. The final SACS analysis model created for discussion board will be turned in between the 17th – 24th (finalization by the 1st).
• Undergraduate Programs- Due to the new handbook there is an increase in standards so rough drafts are being completed and submitted. URL links need revision for specific documents.

Mid-Year Conference:
- Campus updates
- CLA and NSE data
- Facilitation of discussions
- Proposals to the cabinet
- Unit planning and evidence being input into the planning process (budget)
- Plans derailed due to budget cuts

Update on SACS Conference
• The cancellation date (November 2, 2009) has lapsed for the SACS conference. If individuals that are already registered cannot attend, substitute persons may be chosen to attend in their place.
• Pamela Jackson will still be attending. Her travel documents and hotel reservations are complete and ready for submission.
• Dr. Adu-Mireku will speak to Dr. Olion concerning his attendance.
• Mr. Nick Ganesan and Mr. Bill Gibson have both stated they will submit travel documents once complete.
• Mr. Joe Johnson will not be able to attend; Mr. Ivan Walker will do so in his place.

The November 5, 2009 Steering Committee meeting adjourned at 4:40pm. The next Steering Committee meeting will be at the regularly scheduled date (1st Thursday in December); time, and location for the next committee meeting are TBA.