Fayetteville State University  
SACS Steering Committee  

Meeting Minutes:  
December 3, 2009  
3:00 PM  

Opening:  
The monthly meeting of the SACS Steering Committee was called to order on December 3, 2009 at 3:05 PM in the Chancellor’s Dining Room by SACS Liaison and Self-Study Director Marion Gillis-Olion.  

In Attendance:  
- Booker T. Anthony, Chair, Library and Other Learning Resources Committee  
- Pamela Jackson, Chair, Financial Resources  
- Samuel Adu-Mireku, Chair, Institutional Effectiveness Committee  
- Terri Moore-Brown, Chair, Faculty Committee  
- Jon Young, Institutional Effectiveness Committee  
- Marsha McLean, Chair, Writing Committee  
- Marion Gillis-Olion, SACS Steering Committee  
- Arthur Affleck, SACS Steering Committee  
- Bertha H. Miller, Chair, Institutional Mission Committee  
- Thomas E. Conway, SACS Steering Committee  
- Perry Massey, Chair, Governance and Administration Committee  
- Juanette Council, Chair, Physical Resources  
- Crystal Campbell, SACS Administrative Support  

SACS Conference:  
- The SACS Annual Meeting is this weekend and attendees should be prepared to write a report in response to their attendance, focusing on topics that will be implemented in respective leadership and job positions. Reports are required for both Title III and the SACS Newsletter; these two could be the same report. Submissions are due by the end of January.  
- Attendees should also coordinate contact information, cell phone numbers specifically, so that group discussions may be arranged throughout the conference schedule.
QEP Process:
- Website has been created on Blackboard with the four QEP concepts to be vetted at the Mid-Year Conference. Presentation of concepts will take place during the conference, input will be solicited afterwards. They are as follows.
  - Critical Literacy
  - Personal Responsibility
  - Literacy in a Global Society
  - C X C (Communication across the Curriculum)

Update from Committees:
- Evaluation of committee standards should be assessed and classified as Compliant (C), Not Compliant (NC), and Partially Compliant (PC). This formative assessment will strengthen the university’s weaknesses before compliance reports are completed for their September 10th due date.
- Dr. Young commented that compliance reports will be included in the Mid-Year Report so that others within the university may benefit.
- **Mission Committee- Standard 2.4(C) - The committee feels it has sufficient documentation and information posted on its website. The University Vision Statement is to be included on university cards; framed posters will advertise the Mission and Core Identity Statement. Other advertising venues are to be used for widespread distribution and familiarity of Core Values.**
  
  **Standard 3.1 (C) - Also has sufficient documentation such as the Board of Governors Minutes to show the Universities Mission is being carried out.**
- **Governance and Administration- All Standards (C) – Due to planning versus personnel issues identified, the University organizational chart is currently being revised. A functional version for display on the website; a personnel version for human resources for filling job positions.**
- **Institutional Effectiveness- Standard 2.5 (PC) – The committee still has questions concerning the standard and FSU’s strategic plan. Mainly, how institutional research is tied into the strategic plan?**
  
  **Standard 3.3 (PC) – The compliance process is continual.**
  **Standard 4.1 (PC) – Within the career services area there are concerns with how the university is tracking job placement. Dr. Conway made the statement that the units responsible for maintaining job placement data are Institutional Research, Career Placement, Alumni Affairs, and Title III. Dr. Young stated a required course may be created for students prior to graduation and it may assist in efforts to obtain career placement information.**
- **All Education Programs- Dr. White-Oyler was not present to report. Dr. Olion stated that the Blackboard website showed some standards had written responses while others did not.**
- **Undergraduate Programs-Standards (C) – In Dr. Thomas’ absence, Dr. Olion reported that the committee has submitted its compliance audit report and are working to address typographical errors in the undergraduate catalog. Those corrections will be contained in their corrective action plan. The committee has concerns with addressing the SACS guideline that 25 percent of courses must be taught by faculty with terminal degrees. The concern is**
that the language on the template SACS suggests be used is not consistent with the language of the standard 3.5.4. Clarification has been sought from Dr. Cardell.

- Graduate and Post-Baccalaureate Professional Programs- Standard outcomes are uncertain.
- Faculty- Their compliance is dependent upon Digital Measures and the data contained within it. Concerns with program training and follow-through of staff/faculty.
- Library- Standard 2.9 (C) – Links created to access information via ITTS.
  Standard 3.8 (C) – The accessibility of resources and information are compliant to what the standard requires.

The December 3, 2009 Steering Committee meeting adjourned at 4:20pm. Schedule date of next meeting will be the first Thursday in January, time, and location for the next committee meeting are TBA.