SACS Writing Committee Meeting with SACS Liaison Office
SACS Conference Room, Collins 231
Meeting Notes
October 5, 2010 – 10:00 a.m.

SACS Writing Committee:
Marsha McLean, Chairperson
Dr. Marion Gillis-Olion
Sabin Tulachan

MEETING NOTES/ACTION ITEMS:
Below recaps the items we discussed, inclusive of action items:

• The chair of the SACS Writing Committee (M. McLean) met with the SACS Liaison (M. Gillis-Olion) and SACS Technical Support contractor (S. Tulachan) to discuss the SACS Writing Style and Format Guidelines so that they could be finalized given technical requirements of the Xitracs system.

• Several items were discussed and Mr. Tulachan indicated he would check with Xitracs to get technical answer he was unable to answer during the meeting.

• Ms. McLean indicated the plan was to distribute the writing guidelines to the SACS Steering Committee as soon as possible.

• Note: SACS Writing Style and Format Guidelines were distributed to the SACS Steering Committee on November 3, 2009, by the SACS Liaison Office. They were also posted on the FSU/SACS website.