SACS Writing Committee Meeting  
SACS Conference Room, Collins 231
Meeting Notes  
September 16, 2009 – 10:00 a.m.

SACS Writing Committee:  
Marsha McLean, Chairperson  
Dr. Booker T. Anthony  
Dr. Trela Anderson

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

• Develop writing/style guidelines:
  o The objective is to provide the SACS Committee Chairs with writing/style guidelines as soon as possible, preferably by the next Steering Committee meeting or shortly thereafter.
  o It was agreed upon that we attempt to find a style manual from a college or university that has recently completed the SACS process. Dr. Anthony plans to contact Bennett College, Johnson C. Smith, and Tuskegee. Ms. McLean plans to contact Western Carolina University and other in-state institutions that have recently completed the process. Dr. Anderson will also be checking. We agreed to provide a status update to Ms. McLean by Tuesday, September 22, 2009.
  o After assessing existing style manuals, we will develop a style manual and style sheet for FSU.

• Role of Writing Committee
  o Ms. McLean will check with Dr. Gillis-Olion about the role, responsibilities, and expectations of the Writing Committee, specifically as it relates to writing vs. editing.

• FSU SACS Website:  
  o The FSU SACS website is: http://www.uncfsu.edu/sacs/  
  o The writing committee can obtain the following information from this website:
    ▪ Committees  
    ▪ SACS Newsletter – April 2009
    ▪ Timelines: Upcoming dates should be noted:
      ▪ Sept.-Dec. 2009: Standards Committees Conduct Self-Study and Draft of Compliance Audit  
      ▪ January-March 2010: Units Respond to Draft Compliance Audit Reports  
      ▪ April-May 2010: Standards Committees Finalize Compliance Audit Submissions  
      ▪ June-August, 2010: Writing Committee Edits Compliance Audit, Verifies Adherence to Electronic Submission Guidelines  
      ▪ September 10, 2010: Compliance Certification Due  
    ▪ Reports and Forms http://www.uncfsu.edu/sacs/reports.htm  
      ▪ Self-Study Plan (Word document)  
      ▪ Final SACS Analysis Document (guidelines/template – Word document)
    ▪ Resources: http://www.uncfsu.edu/sacs/resources.htm  
      ▪ Links to FSU and SACS resource documents, policies, handbooks, etc.

• SACS Software and Training
o Xitracs Training on Friday, September 25, 2009: Ask Dr. Gillis-Olion if it would be appropriate for the Writing Committee to attend to become acclimated to the features and online versions of the documents and attachments. If so, what time?

• Information needed on:
  o Guidelines and formats of documents including templates and length of narratives
  o Print and electronic submissions

• Writing Committee Process:
  o The process for submitting information to the Writing Committee needs to be defined along with roles and responsibilities as mentioned earlier.
  o The expectation of the workflow is as follows:
    ▪ Each committee will have its own writer(s). The writer will create the document and submit to the committee chair.
    ▪ The committee chair will review and approve and submit to the SACS liaison.
    ▪ The SACS liaison will review and approve and submit it to the writer and/or editor (to be determined).