

Minutes - SACSCOC Reaffirmation Steering Committee Meeting  
Randolph Hall, President's Board Room  
October 16, 2015, 10:00 am

**Attendees:**

Zipora Ancrum; Divya Bhati; Joshua Bloodworth; Alicia Caudill; Cara Dombroski; Lynne Ford; Jimmie Foster; Consuela Francis; Claire Fund; Debbie Hammond; Elizabeth Kassebaum; Joe Kelly; Sam Jones; President McConnell; Brian McGee; Paul Patrick; Ed Pope; Jim Posey; Karin Roof; Marcia White

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1. Timeline and format of evidence

- The Steering Committee was reminded of the draft deadline and the need to meet this deadline. Also the evidence that is provided for the narrative must be stated clearly to facilitate transfer of the evidence to Compliance Assist by the OIEP staff.

2. Individual acknowledgement of integrity requirement

- All writers and coordinators must sign the integrity form and provide it to OIEP office by email, fax, campus-mail or hand delivery.

3. Working group updates

- Group 1: Elizabeth Kassebaum
  - The group is making progress and has drafts for 10 out of the 15 standards assigned. They will meet the deadline of December 11<sup>th</sup> for the draft.
- Group 2: Divya Bhati
  - The group has started to collect evidence for the standards assigned. The group has sent emails to deans and associate deans about assessment of research. Developing a definition for what the College views as research and community/public services within its mission.
- Group 3: Marcia White
  - Plan to have document ready by the end of October.
- Group 4: Brian McGee
  - Working on the quality of the data and getting it posted on the website.
- Group 5: Consuela Francis
  - The group has drafts for 7 out of the 12 they are assigned, working on collecting data and evidence for the standards.
- Group 6: Lynne Ford
  - Drafts have been created for the 3 standards and writers are editing each draft. Drafts will be completed by the first week of November.
- Group 7: Brian McGee
  - Making progress on standards.
- Group 8: Claire Fund
  - Making progress expect to have all 5 drafts ready for the reader to view by the end of October.
- Group 9: Ed Pope
  - Waiting on a couple of CV's to complete the evidence needed for standards. Draft will be ready for the readers by November.
- Group 10: Chris Tobin

- Group is progressing to meet deadline.
- Group 11: Alicia Caudill
  - Drafts in all standards assigned should be ready by November.
- Group 12: Sam Jones
  - Out of the 7 standards, working to have them ready for the reader by mid-November.
- Group 13: Paul Patrick
  - Absent
- Group 14: Amy McCandless
  - Absent
- Group 15: Jimmie Foster
  - Have drafts for 3 out of the 7 standards assigned and working toward making the deadline.
- Group 16: Angela Mulholland
  - Absent

4. Reaffirmation data: Jim Posey

- Currently no data requests outstanding. The Reaffirmation data template was received and is being updated.

Meeting adjourned at 11:00 am