

Minutes - SACSCOC Reaffirmation Steering Committee Meeting  
Randolph Hall, President's Board Room  
December 15, 2015, 2:30 pm

**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; Ashleigh Parr; Paul Patrick; Ed Pope; Jim Posey; Karin Roof; Marcia White

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1. Working group updates

- Group 1: Elizabeth Kassebaum
  - All 15 standards have drafts and have been sent to readers for review.
- Group 2: Divya Bhati
  - The group has 5 drafts and is passing them around to all writers to review and fill in where needed. A definition for research and community/public service is still being reviewed.
- Group 3: Marcia White
  - Finished narrative and it was sent to the reader for review.
- Group 4: Brian McGee
  - Finishing up; draft will be ready for reader in January.
- Group 5: Consuela Francis
  - All 12 standards assigned have drafts and could be read by the reader for feedback; currently have 90% of the evidence for the standards.
- Group 6: Lynne Ford
  - Drafts for all standards have been made, filling-in gaps where needed and collecting evidence; will be ready for the reader by the end of the week.
- Group 7: Brian McGee
  - The 12 standards assigned have narratives posted in the network drive; continue to collect evidence and will fill-in pieces of the narratives; will be ready for the reader in January.
- Group 8: Claire Fund
  - Drafts ready for reader to review.
- Group 9: Ed Pope
  - Drafts almost ready, waiting on some pieces.
- Group 10: Chris Tobin
  - Drafts are done and have been sent to reader; waiting on approval of a fund-raising statement.
- Group 11: Alicia Caudill
  - Drafts completed, finishing up 3.9.3; will be ready by January to send to reader.
- Group 12: Sam Jones
  - Out of the 7 assigned standards, 5 have been posted to the network drive. Evidence has been collected but some evidence will need to be replaced. Drafts will be ready to send to the reader by the end of December.
- Group 13: Paul Patrick
  - Drafts will be ready for readers by January.

- Group 14: Amy McCandless
  - Narratives are written with some modifications still required. Drafts will be ready to send to reader by January.
- Group 15: Jimmie Foster
  - Have 6 ½ drafts completed, collecting more information on service programs. Drafts are ready to go to reader.
- Group 16: Angela Mulholland
  - Absent

## 2. Timeline

- Reader's deadline to return feedback is January 29<sup>th</sup>. All Board of Trustees (BOT) readers will receive a flash drive with all narrative for standards assigned and any related evidence or resources needed. Instructions along with a template to fill out feedback will also be sent to the BOT readers.
- OIEP will send all received feedback to writers by February 5<sup>th</sup>.
- Final revisions from writers are due back to OIEP by February 29<sup>th</sup>.

## 3. External consultant

- An external consultant will be hired to review the Compliance Certification Report (CCR) along with the Quality Enhancement Plan (QEP). The leadership team will make the discussion on the hiring.

## 4. SACSCOC Annual Meeting feedback

- A group went to the SACSCOC annual meeting. A binder will be made of all notes and feedback individuals received from the different workshop and session that was attended.

Meeting adjourned at 3:30 pm