

**Virginia Tech**  
**SACS Reaffirmation Compliance Review Team**  
**Thursday, April 16, 2009**  
**GLC Room B-- 10:30 – Noon**  
**Minutes**

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Present: Dean Richard Sorensen (Chair), Kris Bush, Lanny Cross, Clyde Cridlin for Wanda Dean Karen DePauw, Eileen Hitchingham, Pat Hyer, Kim O'Rourke, Todd Ogle, Ray Plaza, Melinda West for Dwight Shelton, Tom Inzana (for Bob Walters), Tom Wilkinson, Donna Ratcliffe, Jeb Stewart, Tom Wilkinson, Linda Woodard, Heidi McCoy  
Guests: Austin Carter, SACS office website assistant and Ms. Carole Nickerson, Master Editor Regrets; Dixon Hanna, Jane Swan, Mildred Johnson

**Welcome:** Dean Sorensen opened up the meeting at 10:05 am and welcomed everyone. Dean Sorensen reviewed the overall process including the editing process and the updated timeline. Off- site review will be Nov. 2-5, 2009 in Atlanta and for the on-site review VT has submitted three sets of dates in March and early April 2010 and we are waiting to hear back from SACS.

**Update on Standards Progress:** An Excel spreadsheet with all standards listed and their progress noted in the process was handed out and comments were requested if anyone saw any problems with it. They are 55 standards that have gone through the process right now. Carole reviewed the roster and we have completed at least 2/3 of the standards. There are a lot holding with her for clean up on small issues.

VT is still waiting for a response from SACS on the substantive change issues submitted in January. Lanny Cross will nudge Jack Allen at SACS in Atlanta to see if there are any answers forthcoming. There will be a conference call next week regarding the VT/Carilion Medical school that they may be waiting until that call has been completed.

**Issues/Challenges:** Pat Hyer advised that they still working on faculty roster and credentials. They are updating the spring 2009 teaching load and expect to be able to start auditing this around May 1. Program review is a recurring problem affecting a few standards and this is being looked at carefully. For any outstanding standards not yet received Lanny Cross suggested to forward the narrative for review so that there would be enough time left for changes if necessary and to note if there any still missing documents.

Distinction between narrative and evidence, if narratives are ready they should go forward for review and any lagging documents will be added later.

Carole Nickerson was introduced; she is the Master Editor working with the SACS office through the editing process. Ms. Nickerson reviewed her editing process and how she looks for errors. We must not forget that evidence i.e supporting documentation is the most important issued in substantiating narratives and there is no such thing as too much documentation, err on the side of caution and add documents where necessary. Dean Sorensen agreed with this and said that we must have documentation to show we have a process, and analysis to show that we have assessed and taken the appropriate action to improve. If documentation needs to be added or updated later, please send in to the SACS office to the attention of [chaimann@vt.edu](mailto:chaimann@vt.edu) AND [acarter@vt.edu](mailto:acarter@vt.edu). The SACS office is depending upon response coordinators to submit updated documents where necessary.

Todd Ogle advised that they are taking snapshots of websites as they can, sites will be frozen later on and everyone will be informed of that date. We will hold through May for any policy changes etc. that will come through, and any updated evidence for the website must be submitted by **June 30<sup>th</sup>** – this will be the last date for changes.

Sign off sheets will be processed for all primary signatures and including a set for Distance Learning responses. These will be sent out as standards are finally completed. Carole commended the Verify & Edit teams for all the work they have done in fixing narratives. Committee members are urged to come through with all missing documentation as soon as possible, clear up any loose ends and inform the SACS office of any problems and respond to e-mails. There is a new era of accountability in SACS which requires us to be extremely vigilant in the upkeep of documentation and more frequent updates will required by SACS in the future.

**SACS Website Demo:** Todd Ogle and Austin Carter demoed the new SACS website ([www.sacs.vt.edu](http://www.sacs.vt.edu)) which will contain all the finished standards. Review will be at the “Reviewer Log In” and once final versions of standards are posted the committee can go in and review the standards. Review will be using PID and password and the SACS office is submitting a list of people who will have access. If you think some names need to be added please alert the SACS office.

Questions/Comments; no significant issues.

Meeting adjourned at 12:00 pm.  
Next meeting – Te be decided.

CHRISTINE HAIMANN  
April 24, 2009