

SACS Reaffirmation Steering Committee

Meeting Minutes, April 10, 2006, 10:00 a.m.

1. Welcome and introductions: Provost McNamee called the meeting to order and thanked members for their willingness to serve on this important committee. Committee members were then asked to introduce themselves.
2. Discussion of Steering Committee charge: McNamee reviewed the charge to the committee as contained in their appointment letter from Dr. Steger, University President. The committee has three primary tasks: (a) manage and validate the internal institutional assessment of compliance with all Core Requirements and Comprehensive Standards required by SACS-COC, (b) monitor the work of individuals and committees assigned specific duties related to preparing reaffirmation documents, and (c) periodically report to the university's executive leadership on the status of the internal review process.
3. Process Overview: Lanny Cross, Accreditation Liaison, presented a summary of the overall process for seeking reaffirmation (see attachment). Cross noted that the internal review process officially begins with an orientation meeting conducted by COC (Commission on Colleges) staff, expected to occur in June, 2007, and leads to SACS-COC action on Virginia Tech accreditation status in December, 2009. Signification milestones include submission of the Compliance Certification documentation in late summer, 2008, and of the Quality Enhancement Plan (QEP) in January, 2009. Additional teams need to be established to coordinate the preparation of these documents.
4. Discussion of membership for compliance and QEP teams: McNamee reviewed the suggested membership for the Compliance Review Team and the Quality Enhancement Plan Review Team as distributed electronically with the meeting agenda. Members of the Steering Committee recommended the following changes to team membership: (a) add Kim O'Rourke, Chief of Staff to the President, and Tom Wilkinson, Director of the Institute for Distance and Distributed Learning, to the Compliance Review Team; (b) move Deborah Olsen, Associate Professor, Educational Leadership and Policy Studies, from the Compliance Review Team to the Quality Enhancement Plan Team; and (c) add Jean Brickey, President of the Staff Senate, to the Quality Enhancement Plan Team. A suggestion was made that committee and team appointees serving as representatives of governance organizations be allowed to serve on a continuing two-year term to enhance continuity of involvement.
5. Discussion of assignment of responsibility for compliance standards: McNamee reviewed the list of suggested individuals to be responsible for preparing the response to each of the compliance standards. Steering Committee members were asked to review this list and to forward any comments or suggestions to Cross (llcross@vt.edu).
6. A suggestion was made to post meeting minutes electronically so that the university community could be kept informed on the internal review process.
7. The meeting was adjourned at 10:50 a.m.