

Virginia Tech
SACS Reaffirmation Compliance Review Team
November 7, 2006
Minutes

The Virginia Tech SACS Reaffirmation Compliance Team (Team) met at 3:30 pm on Tuesday, November 7, 2006 at the Graduate Life Center, Room C. Those members present were Kris Bush, Landrum Cross, Michael Dame, Bradley Fenwick, Dixon Hanna, Zenobia Hikes, Eileen Hitchingham, Patricia Hyer, Kim O'Rourke, Todd Ogle, Dwight Shelton, Richard E. Sorensen, Norrine Bailey Spencer, Jeb Stewart, Betsy Tretola (representing Tom Wilkinson), Ray Van Dyke and Lisa Wilkes. Special guest was Tracey Cameron. Rich Sorensen chaired the meeting and acted as recording secretary.

Welcome

Rich Sorensen welcomed the members and thanked them for their service to the SACS Reaffirmation Compliance Review Team, and for their availability to attend the meeting. He discussed the appointment to the Team of Eileen Van Aken, Associate Professor of ISE. He also discussed the hiring of Christine Haimann, SACS Accreditation Office and Todd Ogle, SACS Web Development. Kris Bush was recognized for her recent appointment. No changes were recommended to the minutes of June 7, 2006.

Update

Rich also asked Lanny Cross, SACS Accreditation Liaison to provide an update on university SACS activities. Lanny discussed the hiring of Christine and Todd and the roles that they will be playing. He mentioned the computer support that is being developed in order to support SACS activities. The role of the off-site and on-site review was discussed. Later he discussed the process that is being used in developing the QEP.

Lanny indicated that SACS representatives will be voting on changes to the comprehensive standards at their meeting of December 12, 2006. Access to these proposed standards will be provided the Team. Because of these pending changes, some of the computer system training will be slightly delayed.

Questions were raised concerning the exact schedule that various reports would be due. Sorensen indicated that he would be meeting with Christine, Lanny, Mike and possibly others in the near future in order to develop this schedule. Information was provided concerning Virginia Tech personnel who had experience participating on SACS reviews and could serve as resource persons to others.

These were identified to include among others:

Lanny Cross
David Ford
Dixon Hanna
Rich Sorensen
Tom Wilkinson

SACS Computer Support

Todd Ogle led a discussion of the establishment of the SACS web development group. He provided a demonstration of the Scholar VT.EDU system and the ways that this will be used to support the Team's activities. Scholar includes committee minutes, agendas, source material, correspondence and SACS forms. Todd demonstrated how Scholar could be used in order develop the various pieces of the Team's report. Additional information is available through the SACS web page www.sacscoc.org.

SACS Training

There was discussion of Scholar training for the Team members. It was agreed that four hands-on two hour introductory work sessions would be scheduled in January/February, with opportunities for 100 persons to participate. Cross and Sorensen would be in attendance for at least two of these in order to respond to questions of report style, etc. Copies of the draft Compliance Certification User Guide, and Style and Format Guide were distributed. The next meeting of the Team would be scheduled following these meetings.

It was recommended that each member assure that they have access to Acrobat Writer. Reports would be submitted through Scholar as a Word file for subsequent review in order to verify and edit. Original documents would be submitted in pdf files. The final report would all be converted to pdf files.

There being no further business, the meeting was adjourned at 4:55 p.m.