Minutes

Date 02/24/2014  Start Time 2:00 PM  Adjournment Time 2:52 PM  Location ULIB 420

Type of Meeting ☑ Regular  □ Special

CHAIR Don Smith

SECRETARY Rotating - Allison Thompson

ATTENDEES Marilyn McIntosh, Barbara Michealides, and Paula Thornhill

ABSENT (EXCUSED) None

Agenda

GENERAL ANNOUNCEMENTS

First formal meeting of this working group with minutes taken. Committee will meet each Monday at 2 pm in the conference room of the University Library Administrative Office.

DISCUSSION TOPICS

1. Secretary duties - Chair Smith suggested that the secretarial duties for the committee could rotate among the membership; members agreed and will progress in alphabetical order by first name.

2. Selection of compliance items to chair - Chair divided compliance items of the 5th Year Report among the members; this was done by logical assignment of responsibilities based on regular job duties and members volunteering to chair other items. The list is as follows:

   CR 2.8 Number of full-time faculty  Don Smith
   CR 2.9/CS 3.8.1-3 Learning Resources and Services  Don Smith
   CR 2.10 Student support services  Barbara Michaelides
   CS 3.2.8 Qualified administrative and academic officers  Don Smith
   CS 3.3.1.1 Institutional effectiveness: educational programs  Allison Thompson
   CS 3.4.3 Admissions policies  Barbara Michaelides
   CS 3.4.11 Qualified academic program coordinators  Don Smith
   CS 3.11.3 Physical facilities  Allison Thompson
   FR 4.1 Student achievement  Allison Thompson
   FR 4.2 Program curriculum  Marilyn McIntosh
   FR 4.3 Publication of policies  Paula Thornhill
   FR 4.4 Program length  Marilyn McIntosh
   FR 4.5 Student complaints  Barbara Michaelides
   FR 4.6 Recruitment materials  Barbara Michaelides
   FR 4.7/CS 3.10.2 Title IV program responsibilities/financial aid audits  Don Smith
   FR 4.8 Distance and correspondence education  Paula Thornhill
   FR 4.9 Definition of credit hours  Marilyn McIntosh
   CS 3.13 Policy compliance  Paula Thornhill

3. Timetable - President Bruno will receive notification from SACSCOC in April 2014 that our institutional report is due to the Commission in March of 2015 and will be reviewed by that Commission in June 2015.

4. Computing Center and final report - There are two options for compiling, producing, and publishing the report: using a
commercial product or having ULM Computing Center build a product. Since President Bruno has indicated that funds will be available, Chair Smith, in conjunction with Chance Eppinette of the ULM Computing Center, will invite 2 vendors to campus for product demonstrations; then a decision can be made about which option fits ULM’s needs best.

CONCLUSIONS

Next meeting on Monday, March 10 at 2pm in ULIB 420.

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<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tr>
<td>Members should determine who among faculty and staff will work with them on each assigned compliance item.</td>
<td>All members</td>
<td>3/10/2014</td>
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