



SACSCOC 5th Year Report Committee

Minutes

Date 03/10/2014 Start Time 2:00 PM Adjournment Time 2:52 PM Location ULIB 420
 Type of Meeting Regular Special

CHAIR	Don Smith
SECRETARY	Rotating - Barbara Michaelides
ATTENDEES	Marilyn McIntosh, Allison Thompson, and Paula Thornhill
ABSENT (EXCUSED)	None

Agenda

GENERAL ANNOUNCEMENTS		
One of scheduled weekly meetings of this working group with minutes taken. Committee will meet each Monday at 2pm in the conference room of the University Library Administrative Office.		
DISCUSSION TOPICS		
<ol style="list-style-type: none"> Secretary duties - Chair Smith requested that Barbara Michaelides take minutes following first name alphabet. There was discussion of the new Strategic Plan and its inclusion in the report. The Chair pointed out that use of the new plan would have to go to SACS before the due date for reporting. The Chair asked that contact names for compliance items be sent to the secretary for inclusion in a list. He will then send out a letter to those indicated with a request for support. The Chair provided members with the letter draft and it was approved. The Chair discussed his meeting with IT regarding software for tracking purposes. These include Dataliant, Live Text, Xitracs and others. He will find out if any of the ones mentioned are on a state contract. These programs also provide the needed support. The Chair requested contact persons for each compliance item from committee members. Members are to send list to Secretary to compile and send to Chair. There was discussion of compliance items and departments/persons to contact. Chair stated that he will check with Dr. Bruno to see if the new Strategic Plan has been submitted. 		
CONCLUSIONS		
Next meeting on Monday, March 17 at 2pm in ULIB 420.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Members should determine who among faculty and staff will work with them on each assigned compliance item.	All members	3/17/2014