



## SACS Steering Committee Minutes January 5, 1999

Attending: Dr. Bob Johnston, Dr. Mark Fissel, Dr. Gordon Eisenman, Dr. Bill Nelson,  
Dr. Jim Garvey, Dr. Diane Fennig, Ms. Carolyn Ingraham, and Ms. Vera Boyll.

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### **Meeting Location:**

The SACS Steering Committee will meet in Boykin Wright until further notice.

### **Agenda - January 12, 1999:**

- Dr. Bob Johnston will invite Ms. Marion Cheek, Director of Public Information and Publications, to visit with the committee to discuss a publicity plan for the ASU Self-Study.
  - Dr. Johnston requested that each committee member review the *Manual for the 1996-1998 Self-Study of Marymount University* with a special focus on the "Special Attention Issues."
1. The minutes from the December 15, 1998, meeting were approved as read with minor revisions.
  2. Dr. Bob Johnston was appointed to attend the ASU weekly cabinet meetings as a representative from the SACS Steering Committee.
  3. A copy of the job description for the proposed self-study administrative position was reviewed and approved. Dr. Mark Fissel will submit the job description to Personnel for posting and advertisement purposes.
  4. An appointee to the Educational Processes Subcommittee, Mr. David Albright, has submitted his resignation from the University. Since we have other representation from the College of Business Administration, this vacancy will not be filled at this time.
  5. The committee discussed the content of the script/outline for the upcoming ASU Faculty meeting (Date Revision Per Dr. Bill Nelson: February 3, 1999). Dr. Jim Garvey volunteered to compose a draft and forward it to Dr. Bob Johnston by Friday, January 8, 1999.

Meeting Adjourned