



SACS Steering Committee Minutes January 12, 1999

Attending: Dr. Bob Johnston, Dr. Mark Fissel, Dr. Bill Nelson, Dr. Ray Whiting,
Dr. Jurgen Brauer, Dr. Jim Garvey, Dr. Diane Fennig, Dr. Gordon Eisenman,
Dr. Richard Harrison, Ms. Marian Cheek, Ms. Roxann Bustos, Ms. Vera Boyll.

Meeting Location:

The SACS Steering Committee divided into groups for task assignments as follows:

- Calendar Development Group will meet in Boykin-Wright
 - Status Report Development Group will meet in the Payne Hall Conference Room
 - Self-Study Plan Development Group will meet in the Library Conference Room
- Each group will meet at the locations indicated above on January 19 and 26 at 1:30 p.m. unless otherwise arranged.

Agenda - January 19 & 26, 1999

- Work on task assignments listed above.
- 1) The SACS Steering Committee minutes dated January 5, 1999, were approved as read.
 - 2) Dr. Johnston introduced Dr. Richard Harrison as the Chair of the Educational Programs Subcommittee (EPS) and Ms. Roxann Bustos as the Chair of the Educational Support Subcommittee (ESS).
 - 3) Ms. Marian Cheek met with the Steering Committee to offer advice concerning a public information strategy for communicating SACS information. The following publicity opportunities were discussed:
 - *ASU Reports* for monthly SACS updates
 - *The BATON*
 - *The Night Owl*
 - *Alumni Magazine* (Published two times per year)
 - E-mail for reaching faculty and staff
 - *The Bell Ringer* for reaching students via the "SACS Beat" (with editorial review)
 - Meetings with student government and flyers for distribution at registration
 - Dr. Bompert will contact the Chair of the Alumni Executive Board
 - Web site to post various SACS newsletters and the SACS Calendar
 - Banners, Posters, etc. for bulletin boards in Washington HallMs. Cheek offered many valuable suggestions, and we greatly appreciate her help.
 - 4) The Steering Committee reviewed and approved the first draft of the Faculty Meeting script/outline composed by Dr. Jim Garvey with minor revisions.
 - 5) Dr. Johnston and Dr. Fissel reported that they have been working on organizing the Payne Hall Conference Room into a library for SACS materials.

- 6) Subcommittee updates are as follows:
- Ms. Debbie van Tuyll is now a member of the Institutional Effectiveness Subcommittee.
 - Ms. Roxanne Padgett is replacing Ms. Willene Holmes on the Educational Support Subcommittee.
- 7) The Steering Committee discussed scheduling requirements/planning for subcommittee meetings. Scheduling information must be submitted no later than February or March if time is to be set aside on the FY 99-00 academic calendar.
- 8) Dr. Jim Garvey has established e-mail contact with the Chair of the Marymount Self-Study, Dr. Dan Knifong. Apparently, the copy we received in Atlanta is not the final draft. Marymount University hired a professional layout designer to publish their final report, and Dr. Knifong suggested we do the same. Dr. Garvey was able to obtain an electronic copy of their final report. We also briefly discussed reformatting for our web site to include other categories as mentioned in the Marymount report. Dr. Garvey shared the following profound quote from Dr. Knifong:

“The ocean is so big and my boat is so small.”

- 9) Group assignments for the next two weeks are as follows:

CALENDAR (Boykin Wright)	TEN PAGE REPORT (Payne Hall, 2nd Floor)	SELF STUDY PLAN (Library Conference Rm.)
Dr. Gordon Eisenman, Leader	Dr. Ray Whiting, Leader	Dr. Jim Garvey, Leader
Ms. Roxann Bustos	Ms. Jackie Stewart	Dr. Bill Nelson
Dr. Richard Harrison	Dr. Bob Johnston	Dr. Jurgen Brauer
Ms. Kim Jones	Dr. Mark Fissel	Ms. Vera Boyll
Dr. Diane Fennig	Dr. Bill Bompat	Ms. Carolyn Ingraham
		Mr. Julian Veal

- 10) The committee briefly discussed general education assessment measures

Meeting Adjourned