



SACS Steering Committee Minutes September 12, 2000

Attending: Bill Bompart, Vera Boyll, Jurgen Brauer, Gordon Eisenman, Mark Fissel, Jim Garvey, Richard Harrison, Bob Johnston, Bill Nelson, Laura Nichols, Sandra Reinke, Jackie Stewart, Julian Veal, and Ray Whiting

Meeting Location:

The SACS Steering Committee will meet September 14, 2000, 12:00 p.m., Boykin-Wright.

Meeting Agenda:

Please review the agenda posted to the ASU-SACS list-serv and advise Ms. Nichols of changes.

Minutes:

- 1) The SACS Steering Committee minutes dated July 27, August 29, September 5, and September 8, 2000, were approved.
- 2) The Steering Committee continued its reviewed of the *Criteria* with the following audit findings noted:
 - C 3.3.1 - Additional documentation may be added to this section.
 - C 3.3.2 - The Institutional Research (IR) Office has published a Semester Planning Booklet. A copy will be forwarded to the SACS Office as documentation for this section.
 - C 3.3.3 - IR has administered a campus wide survey in response to the suggestion for this section. The findings from this survey will be in IR's final unit report. Changes have been implemented as a result of this survey (i.e., printing a hard copy of the Semester Planning Booklet, etc.). The committee agreed to remove the suggestion for this section. Jackie Stewart will write a narrative response to document the changes that IR has implemented and plans for conducting surveys on a regular basis.
 - C 3.3.4 - A motion was made and carried to amend the response to combine the suggestions into one statement as follows: "It is suggested that the University conduct a review of the Institutional Research Office's functions and tasks; and if needed, it is recommended that another staff position be added with additional office space allocated to accommodate the needs of this position."
 - C 3.3.5 - A motion was made and carried to amend the second response to this section as follows: "It is suggested that the University review its Master Facilities Plan to determine if additional space can be allocated to Institutional Research."
 - C Final Recommendation: A draft proposal recommending the creation of an Institutional Effectiveness position was reviewed by the Steering Committee. A motion was made and carried accepting this additional recommendation with only minor grammatical changes.
- 3) Audit Process Status Report: Section 6 needs space allocation documentation, Section 5 has one section to be edited, Section 4 has several rewrites in process, and Section 3 only needs minor editing. Please bring copies of Sections 1 and 2 to the next meeting.

Meeting Adjourned

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