

**HAMPTON UNIVERSITY  
HAMPTON, VIRGINIA  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
REAFFIRMATION OF ACCREDITATION 2008**

**MEETING OF THE STEERING COMMITTEE  
May 17, 2007  
4:00 PM**

**AGENDA**

**1.0 Call to Order**

The meeting was called to order at 4:00 pm by Dr. Pollie Murphy.

**Committee Members in Attendance:**

Dr. John Alewynse	Dr. Ava Marrow
Dr. Cecile Andraos-Selim	Dr. Francis McDonald
Dr. Ates Arkyurtlu	Dr. Zina McGee
Dr. Spencer Baker	Dr. Carolyn Morgan
Ms. Shonda Buchanan	Dr. Pollie Morgan (Presiding)
Dr. Charles Bump	Mr. John Murray (Recorder)
Dr. Bertha Davis	Dr. Anne Pierce
Mr. Frank Edgcombe	Dr. Christina Pinkston-Betts
Dr. Pamela Hammond	Dr. Sonja Pollard-Mitchell
Dr. Constance Hendricks	Dr. Jerrold Roy
Dr. Simone Heyliger	Dr. Cynthia Sellers
Dr. Kanata Jackson	Ms. Lynn Stewart
Dr. Joyce Jarrett	Dr. Donald Whitney

**2.0 Minutes of May 17, 2007 Meeting**

Minutes of the May 2, 2007 meeting were circulated. Following a motion and a second, the minutes were unanimously approved as amended.

**3.0 Adoption of the Agenda**

Following a motion and a second, the agenda was adopted as circulated. Dr. Murphy indicated that this is the last scheduled meeting of the Steering Committee for the 2006-2007 academic year. She further stated that if a meeting is required during the summer, committee members will be notified.

#### 4.0 **Subcommittee Reports**

##### 4.1 **Committee on Core Requirements (Whitney)**

Dr. Cecile Andraos-Selim, reporting for Dr. Whitney, indicated that their committee was still waiting for data from Operations Analysis and Research to be inserted into their first draft report. Dr. Murphy suggested that Dr. Andraos-Selim contact Ms. Regina Gibbons for assistance in acquiring the information they need to complete their report. Upon his arrival, Dr. Whitney verified the current status of the committee's work.

##### 4.2 **Committee On the Quality Enhancement Plan (Morgan)**

Dr. Carolyn Morgan reported that her committee has forwarded their recommendations regarding the institution's QEP to Dr. Murphy and the Leadership Team for their review. She thanked her committee for all their efforts this year.

##### 4.3 **Committee on Institutional Mission, Governance and Effectiveness, Federal Regulations (Martin)**

Dr. Kanata Jackson, reporting for Mrs. Margaret Martin, indicated that their committee was still working on collecting all required documentation necessary to fill-in the gaps in their section of the Compliance report.

##### 4.4 **Committee on Educational Programs (Davis)**

Dr. Bertha Davis reiterated the need to get accurate contact information from committee members, so that she can verify information in their report during the summer months. Her committee is still searching for information on "other learning resources" for the document.

##### 4.5 **Committee on Financial and Physical Resources (Sellers)**

Dr. Cynthia Sellers reported that her committee met today to discuss the Building Condition Survey (BCS). The committee received 48 completed surveys. Eleven surveys are still outstanding. The committee complimented Mr. Bolton of the physical plant for his assistance in completing the 48 collected surveys. Dr. Zina McGee has been invited to attend the next committee meeting to assist in analyzing the BSC results. The committee discussed the need for the Virginia Beach campus to complete the BSC. Mrs. Margaret Martin was forwarded a copy of the BSC today. It is the recommendation of this committee to exclude the campuses of the Aeroscience Center, Langley Air Force Base and Roanoke from the BSC because they do not own their facilities; these campuses have rental agreements that ensure that physical resources are adequate and in compliance with SACS requirements.

#### 5.0 **Unfinished Business**

##### 5.1 **Update Report: Compliance Certification Committee (Hammond)**

Dr. Pamela Hammond reported she is not able to certify that the Compliance report has been completed at this time. Subcommittee Chairs have been informed of the information/revisions needed to complete their sections of the report.

**5.2 Update Report: Electronic Conversion of Supporting Documents for Compliance (Walker)**

Dr. Christina Pinkston-Betts reported that the status of receipt of supporting documents as reported in the May 2, 2007 minutes remains the same. She is still waiting for data conversion inputs from throughout the university. Dr. Bump voiced his previous concern about the need to authenticate scanned documents. Dr. Murphy agreed this was an area that required follow-up action.

**5.3 Update Report: HU SACS Website (Baker)**

Dr. Spencer Baker reported that he is reviewing the recommended updates to the HU SACS website. He requested committee member to continue to send him their input.

**5.4 Selection of QEP Topic (Murphy)**

Dr. Pollie Murphy reported she has forwarded the Leadership Team's recommendation for the QEP topic to President Harvey for approval. In a follow-up meeting, Dr. Harvey made a few recommendations for revision to the document. Dr. Murphy has since submitted the revised QEP proposal to Dr. Harvey's for his approval. As soon as approval is received, Dr. Murphy will inform the members of the Steering Committee. We will announce the topic to the faculty at the Fall Educational Staff Institute.

**6.0 New Business**

There was no new business.

**7.0 Other Matters**

**7.1 Update: Submission of Proposal for Annual Meeting of the Commission on Colleges, December 8-11, 2007 (Baker)**

Dr. Spencer Baker reported that Hampton University's proposal for a presentation at the Annual Meeting of the Commission on Colleges was accepted. Dr. Murphy shared some favorable comments they received from the reviewers, including "good proposal, excellent concept." Dr. Baker reminded everyone that the hard work in preparation for the presentation has just begun.

**7.2 2007 SACS Summer Institute on Quality Enhancement and Accreditation, July 22-25, 2007, Louisville, KY (Registration Deadline: June 22, 2007)**

Dr. Pollie Murphy stated the university will send at least one and possibly two representatives to this outstanding, but expensive conference.

**8.0 Next Meeting: TBA**

Dr. Pollie Murphy requested that all committee members should prepare for at least one meeting of the Steering Committee during the Summer Session.

9.0 **Adjournment**

Following a motion and an appropriate second, the meeting was adjourned at 5:00 pm.

Respectfully submitted,

John Murray  
Recorder