

**Minutes of the
Southern Association of Colleges and Schools
Reaffirmation of Accreditation 2008 Steering Committee**

July 6, 2006

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

Committee Members in Attendance:

Dr. Joyce Jarrett, Provost	Dr. Calvin Jamison
Dr. Pollie Murphy, Assistant Provost	Dr. Zina McGee
Dr. John Alewynse	Dr. Arlene Montgomery
Dr. Ates Arkyurtlu	Dr. Carolyn Morgan
Dr. Spencer Baker	Dr. Sonja Pollard-Mitchell
Dr. Charles Bump	Dr. Claudia Rankins
Dr. Bertha Davis	Dr. Jerrold Roy
Dr. Martha Dawson	Dr. Cynthia Sellers
Mr. Frank Edgcombe	Dr. Eric Sheppard
Dr. Constance Hendricks	Mrs. Doretha Spells
Dr. Simone Heyliger	Dr. Donald Whitney
Dr. Kanata Jackson	

2.0 Members of Steering Committee were reintroduced. Dr. Murphy noted that Mrs. Teresa Walker has been added as an ad hoc member. Dr. Sonja Pollard-Mitchell volunteered to serve as recorder for today's meeting. Minutes of May 18, 2006 meeting were reviewed; misspelled names were noted by the recorder; the minutes were approved with corrections.

3.0 Agenda for the meeting of July 6, 2006 was approved as distributed.

4.0 Information Update: Leadership Orientation Workshop, June 12, 2006

- A. Dr. Murphy provided an update on the June 12, 2006 Leadership Orientation Workshop in Atlanta, Georgia. Information on dates and expectations of documentation were presented and reviewed.
- B. Dr. Murphy noted that Dr. Rudy Jackson, Hampton University's COC Staff representative, has agreed to attend the 2006 Fall Faculty Institute.
- C. Dr. Murphy stated that the committee will need to select a QEP topic that all can university constituent groups can "buy into."
- D. Notes from the June 12th Leadership Orientation workshop were reviewed with Steering Committee members. Of special interest were the comments from representatives of institutions that have successfully completed the new process.
- E. Specific strategies noted from the handout included:
 - Item #2) "A focused report should be done for any non-compliance issues";
 - Item #4) "Electronic format" (CD and website/caution – links must work or will be evaluated as not in compliance);
 - Item #8) "Do comprehensive standards before the core requirements because comprehensive principals are more specific."
- F. Copies of sample QEP documents will be distributed to committee members.

- 5.0 Timeline for 2008 Reaffirmation, Track B Institutions
- A. Items on the timeline were reviewed.
 - B. It was noted by Dr. Murphy that items above the line refer to the timeline prior to the June 12th Leadership Training Workshop; items below the line have been added for 2008 Reaffirmation.
 - C. “Compliance Certification” due date of September 10, 2007 was noted by Dr. Murphy as the most important.
 - D. Regarding December 2008, “COC reviews and makes decisions,” Dr. Murphy noted that Dr. Rudy Jackson will notify the University prior to receipt of the official letter from the COC.
- 6.0 Recommendations from Last Reaffirmation Visit, 1998
- A. Twelve (12) recommendations were included in the last SACS report:
 - 1 Dr. Jarrett noted that Recommendation #4 has been incorporated into contracts before an individual joins HU faculty.
 - 2 Mrs. Spells noted that Recommendations #4 and 5 are the same; hence, eleven (11) recommendations are reviewed.
 - 3 Mr. Edgcombe questioned Recommendation #6 as dealing with Harvey Library; Dr. Jarrett noted there is a policy requiring academic records to be kept for five years; Discussion between Dr. Whitney, Dr. Jarrett and Dr. Alewynse led to a recommendation to define the policy regarding “archive” versus “elimination” of records.
 - B. Eleven (11) suggestions were extrapolated from the 1998 SACS report:
 - 1 Dr. Murphy noted that Suggestion #1 would fall under the review of Dr. Jamison.
 - 2 Regarding Suggestion #3, Dr. Murphy noted that all manuals required for documentation of compliance with accreditation standards need to be revised; schools with existing advisement handbooks must update and revise in a timely manner.
 - 3 Suggestions #4 and 6 must be checked by Dr. Murphy.
 - 4 Suggestions #7 and 8 were noted as duplicate; hence, ten (10) suggestions extrapolated.
 - 5 Regarding Suggestion #11, Mrs. Spells noted that we have been reorganized since the last document was reported ten years ago.
- 7.0 Completion of Compliance Certification
- A. The first objective for the Leadership Team is to finalize the reaffirmation process timeline. Dr. Baker asked Dr. Murphy for clarification.
 - B. Dr. Murphy explained and noted that the “Initial Draft” was the result of a brainstorming session while in Atlanta, however it is incomplete.
 - C. Dr. Murphy noted the redistribution of committees and functions, as attached to the July 6, 2006 agenda. This revised list replaces the list previously distributed.

- 8.0 Developing the QEP
 - A. Dr. Jarrett stated that the first six (6) months will require a focus on selecting the QEP, but reminded the committee that the first report due is the “Compliance Certification” (September 2007).
- 9.0 The next meeting will be held during the week of the Fall 2006 Faculty Institute. At that time a meeting schedule will be established. Prior to the next meeting, subcommittees are to meet in order to examine compliance standards and to identify documents needed to demonstrate compliance; each group should select a recorder for permanent recordkeeping.
- 10.0 SACS Workshops/Training Sessions
 - 10.1 Dr. Murphy will attend the Summer Institute on Quality Enhancement and Accreditation, July 30-August 2, 2006, Orlando, FL
 - 10.2 Dr. Murphy recommended that more than one representative from the Steering Committee attend the SACS-COC Annual Meeting, December 9-12, 2006, Atlanta, GA
- 11.0 Other Matters – None
- 12.0 Adjournment – The meeting was adjourned at 5:06 p.m.

Respectfully Submitted,

Sonja Pollard-Mitchell
Recorder