



**Trinity Valley Community College
SACS Reaffirmation Project
Compliance Certification Team
Meeting Minutes – June 8, 2005, 2:00 p.m.
Administration Conference Room (Athens Campus)**

Members Present: Ron Baugh, Jan Huffstutler, Rip Drumgoole, Cherre Watson, Jerry King, Helen Reid, Brenda House, Linda Gann, David Hubbard, Jean McSpadden, Sherri Nusko, Janice Sutton, Jeremy McMillen, Tina Rummel, and Max Logan

Members Absent: Ray Williams, Gayla Roberts, Marc Robinson, and Collette Hilliard

1. Compliance Certification Team Minutes from the May 3, 2005 meeting reviewed and approved.
2. Dean McMillen reviewed the progress that the Compliance Certification Team to date, which includes 36% of the statements having been completed, 26% that were partially completed, and 38% that had no reported activity. McMillen expressed that he appreciated the great work of the team thus far, but reemphasized that the deadline is fast approaching. President Baugh expressed concern that 38% of the compliance certification statements reported had no action.
3. Dean McMillen requested discussion of updates to the listing of status by Compliance Certification Statement.
 - President Baugh requested that 3.2 be an overall category without a response, and that the responses come under that as 3.2.1, 3.2.2, etc...
 - Janice Sutton reported that 2.9 was almost ready, and that she was waiting on a computer lab report.
 - Jerry King reported that 3.4.10 was being worked on by Ray Williams.
 - President Baugh provided a copy of an update to 3.2.2.3.
 - Changes in responsibility for Compliance Certification Statements:
 - 2.7.4 Contractual Agreements for Instruction reassigned to Jerry King
 - 3.4.7 Quality of Courses through Consortia/Contractual Relationships reassigned to Jerry King.
 - 3.7.1 Qualifications of Faculty, add Jerry King and Ray Williams.
4. Dean McMillen indicated that the deadline to submit Compliance Certification Statements to the Office of Planning and Institutional Effectiveness (email them to SACS@tvcc.edu) is June 30, 2005. Reaching this deadline will allow the Office of Planning and Institutional Effectiveness to compile a completed First Draft of the Compliance Certification. All statements should be marked as "Completed" by that date. This is moved back from July 1st, since that is a Friday.
5. Our Initial Draft of the Compliance Certification will be compiled and distributed to our internal and external readers on or before July 15th.
6. Under "Other Issues," Dean McMillen provided a report on the progress towards documenting evidence of Institutional Effectiveness at TVCC, including a report of the status of "Goals and Objectives" to date. Persons responsible for updating "Goals and Objectives" are asked to verify that the Office of Planning and Institutional Effectiveness has the appropriate plan on file at: <http://www.tvcc.edu/opie/CARDS/AdminOutcomesIndex.htm> The original deadline for completing this was May 26th.
7. Also under "Other Issues," Dean McMillen distributed an overview of the changes that will occur for Planning and Institutional Effectiveness in the coming year. These changes include the revision of the format for submitting Administrative Outcomes (formerly called "Goals and

Objectives"), and the addition of Learning Enhancement Annual Plans (which are learning outcomes). A description of planning units for each of these was distributed, and feedback on the accuracy of this list was solicited. The deadline for planning units to submit AO's and LEAPs for 2005-06 is July 15, 2005.

8. The next Compliance Certification Team meeting is scheduled for July 5, 2005 at 2:00 in the Administration Conference Room.

Meeting adjourned 3:15.