



**Trinity Valley Community College
SACS Reaffirmation Project
Compliance Certification Team
Meeting Agenda – November 8, 2005, 1:30 p.m.
Administration Conference Room (Athens Campus)**

Members Present: Ron Baugh, Cherre Watson, Rip Drumgoole, Jan Huffstutler, Ray Williams, Jean McSpadden, David Hubbard, Max Logan, Collette Hilliard, Tina Rummel, Janice Sutton, Jeremy McMillen

Members Absent: Jerry King, Gayla Roberts, Helen Reid, Linda Gann, Brenda House, Marc Robinson, Terry Spurlock, Sherry Nusko

1. Dean McMillen updated the Compliance Certification Team on the status of Compliance Certification Document Updates. The table below represents the status.

| Status as of November 8 th @ 12:00 | Percent and (Number) of Statements |
|---|------------------------------------|
| Total Items Updated on the Web | (40) |
| Received, but not Updated by OPIE. | (19) |
| Items In Progress (waiting on information from Compliance Certification Team) | (15) |

**In all cases, no style editing has been done by the Office of Planning and Institutional Effectiveness.*

2. Dean Williams questioned how we would handle faculty who serve as program coordinators. It was mentioned that appropriate documentation of their duties need to show up in their job description as a form of documentation of what they do. This would need to apply only to those items that are common across all program coordinators (such as reviewing curriculum, making recommendations to the division chair for curricular changes, etc.).
3. Dean McMillen mentioned that all resumes for the Committee on College Planning had been received, and are posted in the SACS Compliance Certification Document. He mentioned that it would also be necessary to obtain resumes from appropriate student services personnel in order to document “adequately qualified personnel.” The personnel specifically discussed include: Director of Testing, Director of Financial Aid, Director of Counseling, Counselors, and Center Counselors.
4. Dean McMillen mentioned that the late arrival of some of the Compliance Statement revisions has caused us to get behind schedule on this revision. As such, the following timeline was accepted for the remainder of this phase.
 - November 11th -- All statements updated with Compliance Certification Team Edits
 - November 17th – All statements have style editing completed
 - November 18th – Document submitted to Internal/External Review Teams
 - November 30th – SACS VCT Phase I Submission
 - December 8th – Compliance Certification Team Meeting (2:00, Administration Bldg.)
 - December 8th – Compliance Certification Feedback from Internal/External Review Teams distributed to Compliance Certification Team members.
5. President Baugh and Dean McMillen discussed the remainder of the SACS process, including submission of the CCD, off-site review of the CCD, feedback via phone from SACS in June 2006, a Focused-report prior to the on-site visit, the on-site visit in October 24-26, 2006, recommendations from the on-site team, and final recommendations from SACS after the review in late Fall, and more formal action by the Commission on Colleges in 2007.
6. Next Compliance Certification Team meeting – December 8, 2005 @ 2:00