



**Trinity Valley Community College
SACS Reaffirmation Project
Compliance Certification Team
Meeting Minutes – September 15, 2005, 2:00-3:30 p.m.
Administration Conference Room (Athens Campus)**

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

Members Absent: Brenda House, Gayla Roberts, Helen Reid, Marc Robinson, Linda Gann, Sherry Nusko, Jean McSpadden

1. Dean McMillen discussed the status of TVCC's response to Compliance Certification Document Statements. Copies of feedback from the Internal Review Team were distributed to members of the CC Team responsible for each statement.
2. Dean McMillen indicated that All statements were marked "In Compliance" by the Compliance Certification Team; however most reviewers found a lack of written documentation to justify this status. Dean McMillen reiterated that SACS reviewers look at the documentation we provide them, not the institution as you know it. We must make it come alive for them.
3. Dean McMillen highlighted themes that emerged from the Internal Review Team, including:
 - Many statements are severely lacking documentation.
 - Often lacking sufficient coverage of the issue.
 - Must pay attention do different modes of delivery (Distance Ed) and location (Athens, Palestine, etc.)
 - Need action plans for addressing deficiencies. Coordinate these with the Office of Planning and Institutional Effectiveness.
4. Dean McMillen proposed that the final documentation for our CCD be compiled into a CD, which would include all links that are necessary. He also proposed that all CCD statements be compiled into one document in order to make it easier on the reviewers. The CC Team agreed to the proposed changes.
5. Dean McMillen indicated that all responses have been moved back to "In Progress" Status. Revisions should begin immediately. Any revisions should be submitted to Tina Rummel at trummel@tvcc.edu
6. Dean McMillen indicated that the October 20th draft MUST be AS COMPLETE AS POSSIBLE (almost ready to send to SACS).
7. Dean McMillen indicated that revisions between Oct. 20 and the January Timeline should only be editorial (spelling, grammar, updating documentation, etc..) – not major items.
8. If you have questions about the Revisions/Suggestions, get with Dean McMillen ASAP. Reach beyond your immediate area when you are completing this documentation.
9. Dean McMillen indicated that he would be visiting with Dr. Margaret Sullivan on September 23rd. He asked that any questions from the CC Team be forwarded to him by Wednesday, September 21st.
10. Next Meeting Scheduled, October 3, 2005
11. Meeting Adjourned 3:30 PM.