

Texas State SACS Compliance Certification Team Meeting
March 5, 2008 1:00 p.m.-3:00 p.m.
JCK 1140

Members present: Dr. Cathy Fleuriet, Dr. Gene Bourgeois, Ms. Ana Lisa Garza, Dr. Robert Gratz, Dr. Michael Heintze, Mr. Joe Meyer, Mr. Terry Ondreyka, Dr. Edna Rehbein, Ms. T. Cay Rowe, Dr. Nico Schuler, Dr. Debbie Thorne, Mr. Don Volz, and Dr. Beth Wuest.

Members absent: Dr. Ron Brown, Dr. Billy Covington, Ms. Nancy Nusbaum, Dr. Rosanne Proite, and Dr. Michael Willoughby.

Guests in attendance: Ms. Brenda Land (for Ms. Nancy Nusbaum), Dr. Paula Williamson (for Dr. Michael Willoughby), Ms. Carolyn Pate (for Dr. Billy Covington), Dr. Milt Nielsen, and Ms. Rebecca Ormsby.

I. Review Agenda

Dr. Cathy Fleuriet briefly reviewed the agenda by stating that Dr. Beth Wuest and Dr. Nico Schuler will be reviewing the status of the QEP and what is going on at this time. Dr. Milt Nielsen will present the Southern Association of Colleges and Schools (SACS) website and Dr. Fleuriet will go over the process for submitting information. Any issues related to the SACS Timeline will be discussed and Ms. Rebecca Ormsby will present the TRACS website.

II. Quality Enhancement Plan (QEP)

Dr. Wuest and Dr. Schuler have been meeting with groups across campus in order to get areas ready to begin discussion and review timeline. They have begun setting up a list of representatives for a committee for the QEP. The committee will begin meeting mid to late April to discuss topics, narrow the list, and forward recommended topics to the Leadership Team. Dr. Fleuriet asked that members meet with their areas and submit topics for review.

III. SACS Website Demo

Dr. Fleuriet mentioned that there are actually two sites that are available at this time. One site is for Dr. Gene Bourgeois to collect data pertaining to Vitas. The other site is where the approved narratives will eventually be migrated to the SACS website and will be available to SACS review. All of this data will be kept electronically, never on paper, so that documents will be posted to the web as they are approved. Dr. Bourgeois reports that file name protocol has been developed in order to be able to identify and enter data.

Dr. Milt Nielsen demonstrated a website and layout for the narratives. Each standard will have its own page. Linked pages will be created for areas of need. A committee member asked if it is going to be possible to drill down to view the actual document. Dr. Nielsen said "yes, that would be possible." In regards to lockout and viewing authority, initially the Compliance Certification Team (CCT) and Leadership Team will have access to this site.

Dr. Fleuriet asked if it was possible to add a picture to the site. Dr. Nielsen noted that once the site is locked the picture will not scroll. It was decided that a picture would be added.

IV. Timeline

Dr. Fleuriet began by saying that May 9th is the date by which narratives are to be turned in to she and/or Dr. Bourgeois and that June 18-20 is when the narratives will be turned over to President Trauth. June 9th is when the Leadership Team must know what is on the website. Dr. Fleuriet mentioned that July 27-30 is an Institute on Quality Enhancement and Accreditation conference that will be held in Orlando and the Team can attend this event if interested. Dr. Fleuriet stated that she has contracted with the Armacost's of the University of Central Florida to work with Texas State on this process. They will go through all sites and information and provide feedback. Narrative format was briefly discussed and Dr. Nielsen asked to see a few sample narratives.

V. TRACS Site Demonstration

Ms. Ormsby briefly reviewed the TRACS website and asked for suggestion of other items that need to be added to the site. It was agreed that Ms. Ormsby would add folders for each requirement so that the committee could just drop the information in the appropriate folder. Ms. Rebecca Ormsby will also arrange it so that all committee members may submit and edit their information on this site.

VI. Next Steps

A meeting is to be scheduled before May 9th.