Members Present: Dr. Gene Bourgeois, Dr. Ron Brown, Dr. Bill Covington, Dr. Cathy Fleuriet, Ms. Lisa Garza, Dr. Robert Gratz, Dr. Michael Heintze, Mr. Joseph Meyer, Ms. Nancy Nusbaum, Mr. Terry Ondreyka, Dr. Roseanne Proite, Ms. T.Cay Rowe, Dr. Nico Schuler, Mr. Don Volz, Dr. Beth Wuest, Dr. Milt Nielsen

Members Absent: Dr. Edna Rehbein, Dr. Debbie Thorne, Dr. Michael Willoughby

Guests: Rebecca Ormsby

Dr. Cathy Fleuriet mentioned that she had not prepared a formal agenda but had several items that would be discussed.

SACS Compliance Certification Editorial Guidelines: Dr. Fleuriet began by reviewing the changes that she and Dr. Milt Nielsen thought would be helpful while working on the narratives. Those changes were made and the updated SACS Compliance Certification Editorial Guidelines were handed out to everyone. Dr. Nielsen will be able to help with questions about linking documents and the site.

Narratives: Members asked about linking narratives to a large number of documents and/or to a large number of pages in a document. Each person will include in their narrative a header and a short introduction to the specific location within a particular document. This method does not include highlighting particular sections within documents that several offices might use. Highlighting might create confusion as it is possible that more than one area will link to the same document. Dr. Fleuriet stressed that everyone should follow closely the updated guidelines. (The compliance team deadline to provide narratives is May 9. The deadline to provide the site to Dr. Trauth is June 16.)

Once all narratives are submitted and IT has added them to the website, Dr. Fleuriet will assign each member two or three narratives to review using the editorial guidelines. This will most likely happen the first week of June. (Ms. Nancy Nusbaum, Dr. Gene Bourgeois, and Dr. Michael Heintze will send narratives Dr. Nielsen so that he and his staff are able to test and set up the site ahead of time.)

Vitas and Resumes: Questions were raised about vitas and resumes for Administrative offices since this requirement was not specific in SACS documentation. Dr. Nielsen suggested that folders for vitas and resumes be created under each Administrative folder so that the team could provide those for individuals they thought necessary. It was agreed that folders for those would be included under each administrative office on the TRACS site. Ms. Rebecca Ormsby will add these to the site. Dr. Fleuriet mentioned that she would contact Dr. Gerald Lord to find out about

the requirements for Administrative office vitas and resumes and how far Texas State should collect.

Vita and Resume Naming Protocol: Members asked about the naming protocol for vitas and resumes. Dr. Bourgeois said that he would send the protocol to Ms. Ormsby so that she could add it to the TRACS site for everyone. Dr. Bourgeois stated that the Academic areas have their own format that is part of PPS 8.10 (attachment 1a and 1b). Dr. Fleuriet mentioned that Ms. Nusbaum created a template for her area that would work as a uniformed template. Ms. Ormsby will add all three items to the TRACS site for everyone to utilize.

Consultant tentative timeline:

September 1-12, 2008	Consultants to review off-site the SACS website
Late September-Early October	Consultants will be on campus

1. Meet with Compliance Certification Team

2. Talk with specific people on campus

3. Meet with Leadership Team

4. Possible Presentation

(An Editor will be utilized after the consultants have completed reviewing SACS site.)

There may be one meeting during the Fall semester before the consultants arrive on campus but if there are any discussions, please use the chat room on the TRACS site so that everyone will be able to "hear" the same information.