



**ALAMO
COLLEGES**

ST. PHILIP'S COLLEGE

SACS REAFFIRMATION 2016 - AGENDA / MEETING

Functional Team: Enrollment Management

Meeting Date: 2.11.14 2:30-3:30 PM

Attendees: Dr. Lang, Beaurice Butler, John Martin, Penny Velasco, Annette Bailey



*Southern Association of Colleges and Schools
Commission on Colleges*

ITEM	TIME	AGENDA ITEM	ACTION ITEMS	NOTES
1	2:30 PM	Review assigned roles, making sure everyone understands their responsibilities	Reviewed document that listed Enrollment Managements assigned principles.	Dr. Lang made copies of each principle for each member to review. We need to request copies of the SACS handbook that Dr. Lang has, we currently have a smaller version that does not go into detail of each principle.
2	2:45 PM	Review your principles, get a feel for what you are dealing with	Reviewed each principle and what kind of information was needed.	
3	3:00 PM	Identify principles that may be of concern	Compared the principles assigned against what was in the Alamo Share for phase I	Some work had been started in November of 2013, so some of the information was in Alamo Share
4	3:15 PM	Assign team members to specific principles	3.4.3 Penny and Tracy 3.4.4 Penny and Tracy 3.4.6 Matthew 3.4.8 John 3.9.2 Beaurice 3.5.2 John (DONE) 4.8 Annette 4.9 Beaurice Dr. Lang will do the reviewing of phase I submissions from Alamo Share	Assigned principles are due by next meeting for group review.
5	3:15 PM	Make sure all team members review Phase 1 narrative responses for their assigned principles	Beaurice reviewed what was in Alamo Share to identify what was started in phase I, what needed to be started, and what was done.	3.4.3 and 3.4.4 was started in phase I but needs to be reviewed...3.5.2 has been completed.
6	3:30 PM	Develop a meeting schedule through the rest of the semester	Group will meet every other Tuesday.	Next meeting will be February 25 th with a time change of 3:30 to 5:00. Matthew Huddock is currently teaching class till 3:00 PM
7	3:30 PM	Report meeting minutes on standardized agenda/minutes	Copies of this template will be sent to each member and to Rhonda.	

		template and send to Rhonda		
8		Review assigned roles, making sure everyone understands their responsibilities	Agenda was repeated again.	
9		Review your principles, get a feel for what you are dealing with	Agenda was repeated again.	
10		Identify principles that may be of concern	Agenda was repeated again.	