

**SACS REAFFIRMATION 2016 Agenda/Minutes**

**FACULTY CREDENTIALS**  
**AGENDA/MINUTES**  
**DATE: 2/11/14**  
**Attendees:  Mary Cottier  William Fuller**  
 **Audrey Moseley  Renita D Mitchell**



**TEAM 10**  
 Case for Reqs/Std:  
 \_ CR2.8 Fac. quality /integrity  
 \_ CS 3.7.1 Faculty Competence

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
1		Review assigned roles, making sure everyone understands their responsibilities		Since Natasha will no longer be a part of SPC the position of task master has been delegated to William Fuller. Everybody reviewed the description of the positions.		
2		Review your principles, get a feel for what you are dealing with		We downloaded the 2006 report, the 5 <sup>th</sup> year report and then we also looked at the preliminary reports from last semester.		
3		Identify principles that may be of concern		Verifying faculty qualifications.	Who is responsible for paying for transcripts? Faculty already submitted original transcripts when they were hired. Can we use the scanned copies from District?	
4		Assign team members to specific principles		Audrey – review narrative for 2.8 William – review narrative for 3.7 Renita & Mary – work on faculty qualification procedures. These procedures will be sent to the departments.	Download a copy all documents for SACs from AlamoShare site.	
5		Make sure all team members review Phase 1 narrative responses for their assigned principles		Everyone will review the Phase 1 narrative.		
6		Develop a meeting schedule through the rest of the semester		We will meet on the 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesdays of each month and other times as needed.	WE will need to make an adjustment in March because of Spring Break.	
7		Report meeting minutes on standardized agenda/minutes template and send to Rhonda		Renita will be responsible for providing a report to the Rhonda Johnson.  I will send out the meeting request through outlook for all committee members.	Minutes will be sent no later than noon of the following day (cc all committee members).	
8		Review assigned roles,				

		making sure everyone understands their responsibilities				
9		Review your principles, get a feel for what you are dealing with				
10		Identify principles that may be of concern				