



ITEM	TIME	AGENDA ITEM	ACTION ITEMS	NOTES
1		Review assigned roles, making sure everyone understands their responsibilities	N/A	Reviewed roles. All members indicated that they are aware of their responsibilities.  Recorder (Kimbel May) will take Xitracs training and be responsible for uploading documents as they are finalized.
2		Review your principles, get a feel for what you are dealing with	Members to familiarize themselves with relevant SACS documentation (Handbook, Principles for Accreditation, Resource Manual).  Lucy Duncan to send PDF versions to all members.	N/A
3		Identify principles that may be of concern	Tabled until members have a chance to look closer at assigned sections.	N/A
4		Assign team members to specific principles	The person assigned to a section will be responsible for reporting out on and for writing the final narrative as needed for that section.  Each person will report out on their section in the following weeks and identify possible areas of concern.  Sharon Evans will be first with her 2 sections and will report out on 2/18/2014.  All members are to familiarize themselves with all sections to participate in discussions and suggestions.	Assignments:  Sharon Evans - CS3.7.2 Faculty Evaluation Sharon Evans - CS3.7.3 Faculty Development Jessica Cooper - CS3.7.4 Academic Freedom Jessica Cooper - CS3.7.5 Faculty Role in Governance Kimbel May/Lucy Duncan - CS3.2.9 Personnel Appointment Kimbel May/Lucy Duncan - CS3.8.3 Librarian Staffing Diane Hester/Rose Spruill – CS3.4.10 Responsibility for Curriculum Rose Spruill – CS3.4.11 Program Coordination Diane Hester CS3.9.3 Student Success Staffing

5		Make sure all team members review Phase 1 narrative responses for their assigned principles	Tabled until Phase 1 narrative made available to committees.	Dr. Sides to communicate availability of Phase 1 narrative and other important documents soon.
6		Develop a meeting schedule through the rest of the semester	N/A	Meetings will be held every Tuesday, 12:15 – 1:15 pm in VPSS Conference Room through the end of the semester.
7		Report meeting minutes on standardized agenda/minutes template and send to Rhonda	Recorder (Kimbel May) to finalize and submit minutes to Rhonda Johnson after every meeting.	N/A
8		Review assigned roles, making sure everyone understands their responsibilities	? See #1 above	? See #1 above
9		Review your principles, get a feel for what you are dealing with	? See #2 above	? See #2 above
10		Identify principles that may be of concern	? See #3 above	? See #3 above