

**SACS REAFFIRMATION 2016 Agenda/Minutes**

**FACULTY & STAFF AFFAIRS**  
AGENDA/MINUTES  
DATE: 4/1/2014



**TEAM 4**

**Case for Reqs/Std's:**

- \_ CS3.7.2 Faculty evaluation
- \_ CS3.7.3 Faculty development
- \_ CS3.74 Academic Freedom
- \_ CS3.7.5 Faculty role in governance
- \_ CS 3.2.9 Personnel appointment
- \_ CS3.8.3 Librarian staffing
- \_ CS3.4.10 Resp. for curriculum
- \_ CS3.4.11 Pgm Coordination
- \_ CS3.9.3 Student Success staffing

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
1	12:17	Review Canvas workspace	N/A	None	N/A	N
2	12:19	Required documentation review	All	<p>Sharon will contact:</p> <ul style="list-style-type: none"> <li>• Luis Lopez (IIC) about professional development agendas/training logs/attendance sheets, etc. (CS 3.7.3)</li> <li>• Paul Borrego (SPC Budget Officer) about allocation of professional development funds. (CS 3.7.3)</li> <li>• Rebecca Duran (HR) about completed faculty evaluations (with names redacted) for faculty, adjunct faculty, librarian/counselor faculty from the last 2 academic years. (CS 3.7.2)</li> </ul> <p>Kimbel &amp; Lucy will:</p> <ul style="list-style-type: none"> <li>• Contact Lacy Hampton (VP of College Services) about SPC's outsourced contracts and agreements. (CS 3.2.9)</li> <li>• Assemble Library employee roster (Faculty &amp; Staff). (CS 3.8.3)</li> </ul> <p>Diane will:</p> <ul style="list-style-type: none"> <li>• Contact Dr. Lang (VP of Student Success) about Student Affairs employee roster. (CS 3.9.3)</li> </ul> <p>Jessica will:</p> <ul style="list-style-type: none"> <li>• Contact remaining areas that require responses from multiple individuals (such as program coordinators). (CS 3.4.11)</li> </ul> <p>Faculty rosters should follow the official SACS form (uploaded to Canvas workspace).</p>	N/A	N

				<p>Staff rosters should have the name, title/area, credentials, years of experience (no official form found on SACS website for staff rosters).</p> <p>Use April 21, 2014 as the deadline for information requests (as decided upon in previous meeting).</p> <p>All other documentation for assigned sections: begin gathering and adding to Canvas workspace:</p> <ul style="list-style-type: none"> <li>District Policies &amp; Procedures – use URL (because PDFs of Policies &amp; Procedures are not considered official documents).</li> <li>Everything else – upload PDFs.</li> </ul>		
3	1:18	Status of narrative for CS 3.4.10	CS 3.4.10 (Responsibility for the Curriculum)	Narrative for this principle is on hold until further notice due to SACS' recent letter of inquiry.	N/A	<b>N</b>
4	1:19	Review & Discussion of CS 3.4.11	<p>CS 3.4.11 (Program Coordination)</p> <p><i>“For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. In those degree programs for which the institution does not identify a major, this requirement applies to the curricular area or concentration.”</i></p>	Sharon (Taskmaster) will contact Rose about the status of this standard.	N/A	<b>N</b>
5	1:20	Adjournment	N/A	<p>No meeting scheduled next week – work on narratives and gathering documentation. Communicate through Canvas as needed.</p> <p>Next meeting: April 15, 2014. Bring narrative drafts and any questions for the group to address.</p>		