



ALAMO  
COLLEGES

ST. PHILIP'S COLLEGE

SACS REAFFIRMATION 2016 - AGENDA / MEETING

**Functional Team:** Melissa Arthur, Ivette Sterling, Marie-Michelle Kelly, George Johnson, Rafael Brisita, Ken Poff

**Meeting Date:** 02/12/14

**Attendees:** \_\_\_\_\_



Southern Association of Colleges and Schools  
Commission on Colleges

ITEM	TIME	AGENDA ITEM	ACTION ITEMS	NOTES
1	11:10 AM	Review assigned roles, making sure everyone understands their responsibilities	Clarification of roles of the task master and the facilitator. George and Ken will work together on the role of the facilitator.	G. Johnson (Chair), M. Arthur (Recorder), I. Sterling (Taskmaster), M. Kelly (Member), Rafael (Member), K. Poff (Facilitator)
2		Review your principles, get a feel for what you are dealing with		Policies reviewed by the committee members.
3		Identify principles that may be of concern		
4		Assign team members to specific principles	Policy 3.2.14- M. Kelley and R. Brisita, to complete the questions for consideration. Policy 3.12.1- K. Poff and G.Johnson to review and research documents. Policy 3.13.1-M. Arthur and I. Sterling, Review the policy.	Relevant Questions are identified with each policy. Each group should review the relevant questions, and prepare to research the needed information for each area. A update should be provided at the next meeting..
5		Make sure all team members review Phase 1 narrative responses for their assigned principles	<b>Table this for next meeting</b>	<b>Table this for next meeting</b>
6		Develop a meeting schedule through the rest of the semester	G. Johnson to forward next meeting day to committee.	Discussion and decision made: Every third Wednesday 12:30 -1:30pm. Next meeting 03/05/14.
7	11:54 AM	Report meeting minutes on standardized agenda/minutes template and send to Rhonda	Committee to review all meeting minutes.	Upon completion of the meeting minutes, M. Arthur will forward a copy to G. Johnson to review and distribute to the committee.