



**ALAMO
COLLEGES**

ST. PHILIP'S COLLEGE

SACS REAFFIRMATION 2016 - AGENDA / MEETING

Functional Team: Student/Academic Support Services

Meeting Date: **February 18, 2014**



*Southern Association of Colleges and Schools
Commission on Colleges*

Attendees: Shirley A. Bass-Wright, Reuben Kaller, Lang Coleman,
Kevin Schantz, Paul Machen

ITEM	TIME	AGENDA ITEM	ACTION ITEMS	NOTES
1		Read and have a basic understanding of your principle/component areas	Members present discussed progress made on reviewing their assigned principle/component areas.	N/A
2		Consider what information you will need to gather to document and narrate answers to the "Relevant Questions"	Members present discussed progress made on identifying which documentation will be needed to answer relevant questions associated with their assigned principle/component.	Members discussed how to locate relevant documents in AlamoShare. Reuben indicated that he would send out instructions how to navigate AlamoShare more easily to the team.
3		Consider and list the contact people / gatekeepers you should contact to assist in acquiring the needed information	Members shared those contacts associated with their specific principles.	N/A
4		Identify areas you are unsure of and be prepared to ask questions regarding those.	Members reviewed notes on their assigned principles.	Reuben asked for clarification and how he might find the "Distance and Correspondence Education" document listed under the Reference to Commission Document for CR 2.9, CS3.8.1 and CS3.8.2.
5		Report meeting minutes on standardized agenda/minutes template and send to Rhonda	Minutes reviewed by members present.	Correction noted. Corrected minutes will be sent to Rhonda and archived for future reference.