

2018 SACSCOC Learning and Student Resources Committee Meeting
August 18, 2016
Library Administrative Suite (MC 4.2)

AGENDA

1. Call to Order / Approval of Minutes
2. Review/demonstrate process for adding documents to the dox repository
3. Discussion of Narratives
 - a. CR 2.10 Student Support Services
 - b. CS 3.9.2 Student Records
4. Subcommittee Updates
5. Updated Fall Meeting Schedule
6. Adjourn

**2018 SACSCOC Learning and Student Resources Committee
Meeting Minutes
June 28, 2016
Library Administrative Suite (MC 4.2)**

1. **Attendees:** Josh Hammers (Chair), Debbie Montgomery (Co-Chair), Dr. Vladimir Dragovic, Dr. Richard Golden, Dr. James Cannici, Cristen Casey, Dr. Darren Crone, Don Davis, Frank Feagans, Elizabeth Samuel, Dr. Amanda Smith, Dr. Mary Jo Venetis, Grant Branam, Dr. Paul Diehl

Absent: Kimshi Hickman, Luis Garcia Fuentes, John Jackson

Minutes Approved

2. Announcements

Josh reminded the group that the Learning and Student Resources Committee would not meet again until August 4. He recommended that beginning with that meeting we begin to review 2-3 principles per meeting until our drop-dead date of November 1 for submitting all principles. As subcommittee reports are given, please indicate when you might be ready for the group to review your principles.

3. Subcommittee Reports

CR 2.9 Learning Resources and Services – Kimshi Hickman (absent) – no meeting yet – LSR committee review on Sept. 15

CR 2.10 Student support Services – Cristen Casey – group met, split up sections and are updating the principles – hope to be finished by late July – LSR committee review on August 18

CS 3.4.9 Academic Support Services – Paul Diehl – ½ of the committee met, looked at seed document, using it as a boilerplate as far as setup is concerned – updating with all changes – employing whomever they need to help write updates—asked question about content overlap -- LSR committee review on Oct. 6

CS 3.4.12 Technology Use – Don Davis – met last week. Don took on most of the rewrite – LSR committee review on Oct. 6

CS 3.8.1 Learning/Information Resources – Debbie Montgomery – committee met last week, determined the plan of action, Debbie took on most of the library-related items, Don Davis took on the information resources related items – LSR committee review on Sept. 1

CS 3.8.2 Instruction of Library Use – Debbie Montgomery – committee meets tomorrow – have asked Loreen Henry, Head of Information Literacy Services to join us – LSR committee review on Sept. 1

CS 3.8.3 Qualified Staff (Library and Other Learning Resources) – Debbie Montgomery – will meet tomorrow – LSR committee review on Sept. 1

CS 3.9.1 Student Rights – Amanda Smith – met last week – many (perhaps substantive) changes in policies -- reviewing the document then dispersing to the committee members – LSR committee review on Aug. 4

CS 3.9.2 Student Records – Elizabeth Samuel – no meeting, Elizabeth rewrote document and sent to committee for review – included the urls in the document -- LSR committee review on Aug. 18th

CS 3.9.3 Qualified Staff (Student Affairs and Services) – Josh Hammers – meet and divided sections – LSR committee review on Aug. 4

FR 4.5 Student Complaints – John Jackson (absent) – no meeting -- LSR committee review on Sept. 15

Debbie demonstrated access the Degas server. Each principle's narrative should be placed in the narrative-submissions folder and supporting documents (urls, pdfs, web pages) go into the supporting-documents folders. Urls, pdfs, and web pages will be converted by the PTG team and assigned a DOXID, which will be used as the reference number in the narrative.

The Committee shared workspaces are still being worked on. This is where the Committee minutes and agendas may be stored.

If the subcommittee receives any feedback from PTG, please let Josh know so he can share with the group.

ACTION ITEMS:

Question: Can Josh ask the Department of Institutional Research if there is relevant survey data that may be used as supporting documentation for the principles? Perhaps this question should be brought to the Steering Committee.

Question: What about content that overlaps principles? Should the subcommittee leader contact the appropriate people to get help with updating the content?

Question: When submitting urls and/or webpages into the supporting documentation folder, do we put one url per Word document appropriately labeled, or do we use one Word document with all urls (labeled appropriately)?

Question: Who can we contact if we are having difficulty motivating people to assist when asked by a subcommittee? Josh and Debbie both agreed that this would most likely be Serenity King.

Question: Is it possible to have Dr. Wildenthal send an email enlisting assistance when staff and faculty are asked to assist with updating the principles for accreditation? We are unsure if it is commonly known that this important process is going on.

Next Meeting will be August 4, 2:00 in MC 4.2

4. Meeting Adjourned

**SACSCOC Learning and Student Resources Committee
Assigned Principles and Committee Review Schedule**

CR 2.10 Student support Services – Cristen Casey – Aug. 18

CS 3.9.2 Student Records – Elizabeth Samuel – Aug. 18

CR 2.9 Learning Resources and Services – Kimshi Hickman – Sept. 15

CS 3.9.1 Student Rights – Amanda Smith – Sept. 15

FR 4.5 Student Complaints – John Jackson – Sept. 15

CS 3.4.9 Academic Support Services – Paul Diehl – Oct. 6

CS 3.4.12 Technology Use – Don Davis – Oct. 6

CS 3.9.3 Qualified Staff (Student Affairs and Services) – Josh Hammers – Oct. 6

CS 3.8.1 Learning/Information Resources – Debbie Montgomery – Oct. 20

CS 3.8.2 Instruction of Library Use – Debbie Montgomery – Oct. 20

CS 3.8.3 Qualified Staff (Library and Other Learning Resources) – Oct. 20