2018 SACSCOC Learning and Student Resources Committee Meeting
October 6, 2016
Library Administrative Suite (MC 4.2)

<u>AGENDA</u>

1. Call to Order / Approval of Minutes from 9/15/16

2. Discussion of Narratives

    a. CS 3.4.9 Academic Support Services

    b. CS 3.4.12 Technology Use

    c. CS 3.9.3 Qualified Staff (Student Affairs and Services)

3. Subcommittee Updates

4. Adjourn

2018 SACSCOC Learning and Student Resources Committee
Meeting Minutes
September 15, 2016
Library Administrative Suite (MC 4.2)

1. **Attendees:** Josh Hammers (Chair), Debbie Montgomery (Co-Chair), Dr. Richard Golden, Dr. James Cannici, Don Davis, Kimshi Hickman, Dr. Amanda Smith, Cristen Casey, Dr. Mary Jo Venetis, Grant Branam, John Jackson, Serenity King

2. **Absent:** Dr. Vladimir Dragovic, Dr. Darren Crone, Frank Feagans Luis Garcia Fuentes, Elizabeth Samuel, Dr. Paul Diehl

3. Minutes of last meeting approved.

4. Announcements

   Josh Hammers asked if the committee saw a need to readjust any of the subcommittees. No committee member had a recommendation to do so.

   ACTION ITEMS:

   Serenity King attended to answer questions that several committee members had asked about the mechanics of submitting urls and documents to the Dox server and through the url capture submission form. She indicated that it was not imperative that the urls in the narratives were submitted and cited. Her team will be working on that beginning November 1. If you do not submit a url through the url capture process, just leave it in the narrative in proper format and they will run it through the submission process. If you do have time or want to go back and check to see that your url submissions have been processed, please do and change the url in the narrative to the citation.

   Question: Are we to use the credential navigator to submit resumes and position descriptions?

   Answer: They are working on a new credential navigator for this purpose, but for now submit documents to the Dox server and cite them (place the documents in your Dox submission folder your principle).

   Question: When we submit position descriptions for the credentialing principles, do we use specific in-house position descriptions or the HR templates for position descriptions?

   Answer: Use the more specific position descriptions.

Question: When working on the narratives is it better to add comments or to actually correct the document.

Answer: Either way works. If there are questions about any portion or something that needs to be followed up on, comment it in.

Discussion of Narratives:

CS 3.9.1 Student Rights, Dr. Amanda Smith – fairly straightforward updates to narrative.

FR 4.5 Student Complaints, John Jackson – since this narrative was updated in 2014, urls were updated, Title IX information was added.

CR 2.9 Learning Resources and Services, Kimshi Hickman – still working on it, is a complete rewrite and is being updated as the annual report is being written.

Proposal for Next Steps: The next meeting will be October 6 and we will address Principles CS 3.4.9 Academic Support Services, CS 3.4.12 Technology Use and CS 3.9.3 Qualified Staff (Student Affairs and Services)

5. Meeting Adjourned