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, John Jackson, Simon Kane

   **Absent:** Kimshi Hickman, Luis Garcia Fuentes

2. **Minutes of April 19, 2016 approved**

3. **Announcements**

   Simon Kane gave a presentation to the group providing information on the technology tools available to the committee. The website url for the SACSCOC Reaffirmation Project is [http://sacscoc.utdallas.edu/](http://sacscoc.utdallas.edu/) It was stressed that all documentation from this website becomes an open record and that the committee should be mindful of compliance with University policies and procedures regarding FERPA and issues regarding student identification.

   All narrative documentation should be submitted as textual. Documents in any other format, graphs, charts, spreadsheets are considered supporting documentation.

   The Degas server was also demonstrated. This is the committee work area.

   **ACTION ITEM:** Simon will send out instructions on how to access Degas to the group. Off-campus use requires VPN connection.

   'Seed' documents of principles will be provided by administration. Sub Committees can use the 2007 documents (2007 Compliance Certification Report) as a baseline for addressing the assigned principles.

4. **Dox Documents**

   The Dox Documents area may be used for researching documentation in the SACSCOC repository. Each document uploaded to this area is assigned a permanent doxid. This doxid can be used to cite documentation already in the repository using [doxid]. For narratives, use Word documents with simple formatting, no images, graphs, etc. URLs (UTD permanent links) may be used in documents or a webpage can be captured. Ask for technical support.

   This area requires permission to access.
ACTION ITEM: At this point, John Hammers and Debbie Montgomery will apply for access to the Dox Documents area.

Each committee will have their own webpage for posting meeting minutes and uploading documentation. This is forthcoming as is Navigator for the 2017 project.

Question: Will committee member names be in the documents?

Answer: They will be on the SACSCOC website.

All technical questions may be addressed by calling x6969. Committee questions may be directed to Serenity King.

4. Assignments for Sub Committees and Principles made (*denotes Sub Committee leader)

CR 2.9 Learning Resources and Services

Jim Cannici  
Paul Diehl  
Luis Garcia Fuentes  
Kimshi Hickman*  
John Jackson

CR 2.10 Student Support Services

Jim Cannici  
Paul Diehl  
Darren Crone  
Elizabeth Samuel  
Kimshi Hickman  
Cristen Casey*  
Amanda Smith

CS 3.4.9 Academic Support Services

Paul Diehl*  
Luis Garcia Fuentes  
Darren Crone  
Don Davis  
Kimshi Hickman  
Vladimir Dragovic  
John Jackson

CS 3.4.12 Technology Use

Darren Crone
Don Davis
Luis Garcia Fuentes
Grant Branam
Frank Feagans

CS 3.8.1 Learning / Information Resources (Library and Other Learning Resources)
Don Davis
Mary Jo Venetis
Debbie Montgomery*
Richard Golden

CS 3.8.2 Instruction of Library Use (Library and Other Learning Resources)
Mary Jo Venetis
Debbie Montgomery*
Richard Golden

CS 3.8.3 Qualified Staff (Library and Other Learning Resources)
Mary Jo Venetis
Debbie Montgomery*
Richard Golden

CS 3.9.1 Student Rights (Student Affairs and Services)
Elizabeth Samuel
Grant Branam
Vladimir Dragovic
Cristen Casey
Amanda Smith*

CS 3.9.2 Student Records (Student Affairs and Services)
Elizabeth Samuel*
Mary Jo Venetis
Vladimir Dragovic
Cristen Casey
Amanda Smith

CS 3.9.3 Qualified Staff (Student Affairs and Services)
Cristen Casey
Amanda Smith
Josh Hammers*

FR 4.5 Student Complaints

Jim Cannici
Grant Branam
Josh Hammers
John Jackson*
Frank Feagans

5. **Proposed Next Steps:**

Goals for Sub Committees: Group leaders to set meeting times and begin looking at 2007 and 2014 documents. Start to identify overlaps between principles.

Mid Summer Meeting date set as June 28th

ACTION ITEM: Josh Hammers will send out doodle survey for time availability and send appointment for meeting.

Fall standing meeting discussion:

The Fall standing meeting has been set on the 1st and 3rd Thursdays from 2:00-4:00 p beginning August 4 and ending October 20.

ACTION ITEM: Josh Hammers will send appointment to committee members.

6. **Meeting Adjourned**