

**2018 SACSCOC Learning and Student Resources Committee
Meeting Minutes
May 19, 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, 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/> 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.

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