

**2028 SACSCOC Curriculum Design and Educational Policies and Practice Working
Group Meeting
July 22, 2026, 2:00 – 3:00 pm
Microsoft Teams**

Attendees: Chandramallika Basak, Michael Biewer, Lev Gelb, Mary Beth Goodrich, Raúl Hinojosa, Jr., Poonam Kumar, Jennifer McDowell, William (Bill) Nichols, Melissa Ray, Joshua Summers, Vy Trang, Eric Van Leeuwen, Mary Jo Venetis, Angela Franklin

Absent: Mark Cooper, Juan González, Raúl Hinojosa, Jr., Melanie Spence, Mark Thouin, Shilyh Warren

Meeting Notes

- **SACSCOC Document Review Tool Status and Interim Document Collection:** Eric Van Leeuwen, Vy Trang, and Dr. Mary Jo Venetis discussed the current status of the SACSCOC document review tool, which is not yet ready for demonstration, and outlined interim procedures for collecting and organizing evidence documents using Box folders, with guidance on file formats, naming conventions, and tagging.
 - **Tool Readiness and Interim Solution:** Eric Van Leeuwen confirmed with Vy Trang and Dr. Venetis that the SASCOC document review tool is still under development and not ready for demonstration. In the meantime, Dr. Venetis and Vy Trang have set up temporary Box folders for document collection, and a [link](#) was provided in the chat for team members to use.
 - **File Format and Upload Guidelines:** Vy Trang instructed the group to upload documents in PDF format, especially for Excel spreadsheets, ensuring legibility. Dr. Venetis emphasized the importance of unique file names and avoiding special characters, as these could cause issues with the new tool.
 - **Tagging and Document Organization:** Vy Trang explained that each folder in Box corresponds to a principle, and team members should use comments to indicate if a document applies to multiple principles. Jesslyn Palmer from Vy Trang's office may assist with uploading existing documents, and the new tool will eventually streamline this process.
 - **Handling Web-Based Evidence:** Vy Trang noted that capturing web pages as evidence can be challenging when converting to PDF. If necessary, team members should list relevant web pages in an Excel spreadsheet until a suitable PDF can be created, and Muhammad McIntee will be consulted for best practices.
 - **User Guide Development:** Dr. Venetis mentioned that a user guide is being developed to accompany the new tool, which will include instructions for document gathering, naming, and tagging, ensuring consistency across the working group.
- **Demonstration of Document Collection Process and Examples:** Dr. Venetis provided a live demonstration of the Box folder structure and document organization, showing examples of how to name, tag, and upload documents for various principles, and answered questions from Mary Beth Goodrich, Dr. Chandramallika Basak, and Dr. Lev

Gelb regarding the use of past reports, required documentation, and handling of draft versions.

- o **Box Folder Structure and Access:** Dr. Venetis demonstrated the Box folder setup, confirming that each participant has access and that folders are organized by principle. She showed how documents are uploaded and linked to specific principles, referencing the July 7th document for principle assignments.
- o **Document Naming and Tagging:** Dr. Venetis emphasized the need for unique file names, avoidance of special characters, and descriptive naming to clarify document content and relevance. She provided examples of renaming files to indicate submission to specific committees.
- o **Use of Past Reports and Reference Materials:** In response to Mary Beth Goodrich's question, Dr. Venetis clarified that past reports, such as the fifth-year report and previous CCR, are available for reference but should not be used as templates. Only relevant, updated documents should be included, and older narratives should not be reused.
- o **Demonstration of Evidence for Multiple Principles:** Dr. Venetis showed how a single document, such as meeting minutes, can serve as evidence for multiple principles. The new system will allow one upload to be linked to several principles, reducing duplication.
- o **Drafts and Final Versions:** Chandramallika Basak asked about draft templates, and Dr. Venetis confirmed that only final, approved versions of documents are needed for evidence; draft versions are not required and will be removed from the folders.
- o **Required Documentation from Committees:** Dr. Gelb confirmed with Dr. Venetis that final, signed minutes and agenda packets from governance committees (CEP, CUE, Core) are required for principle 9.3 [and other relevant principles], and only the most recent relevant documents are necessary unless otherwise specified.
- **Principle Assignments, Overlaps, and Guidance for Narrative Preparation:** Eric Van Leeuwen, Dr. Venetis, Vy Trang, and Mary Beth Goodrich discussed the assignment of SACSCOC principles to working group members, addressed overlaps between principles such as 10.6 and 14.3, and provided guidance on how to approach narrative preparation and evidence gathering.
 - o **Principle Assignments and Responsibilities:** Eric Van Leeuwen reviewed the assignments for each SACSCOC principle, noting that responsibilities are distributed among various team members and committees, with some principles requiring input from multiple groups such as CUE, Graduate Council, CEP, and others.
 - o **Overlapping Principles and Work Strategy:** Mary Beth Goodrich raised concerns about overlap between principles 10.6 (distance education) and 14.3 (comprehensive institutional review). Dr. Venetis recommended starting with 10.6, then adapting content for 14.3 as needed, since there is significant overlap but also unique requirements for each.
 - o **Reference Use and Narrative Preparation:** Eric Van Leeuwen and Dr. Venetis explained that past reports, such as the 2018 compliance certification and the fifth-year interim report, are available as references but should not be used as

templates. The narrative should be newly written, with references to supporting documents included as footnotes.

- o **Guidance for Evidence Gathering:** Eric Van Leeuwen encouraged team members to review the meeting minutes and assigned principles, and to reach out if they have questions or need clarification. Vy Trang and Dr. Venetis are available as resources for guidance on documentation and process.
- **Clarification of Evidence Requirements for Principles 9.1, 9.2, and 9.3:** Dr. Gelb, Ingrid London, Dr. Venetis discussed the scope of evidence required for principles 9.1 (program content), 9.2 (program length), and 9.3 (general education requirements), clarifying which types of programs and degrees are included and how to handle special cases.
 - o **Scope of Programs for Review:** Dr. Gelb asked whether the review for principles 9.1 and 9.2 should include minors, certificates, and all degree levels. Dr. Venetis clarified that the focus is on undergraduate majors, master's degrees, and PhDs, with minors and certificates generally excluded unless there are special circumstances.
 - o **Admissions Evidence Scope:** Ingrid London inquired whether admissions evidence should include certificate programs. Dr. Venetis responded that only standard processes need to be emphasized, and special circumstances should be included if relevant.
 - o **List of Programs Offered:** Dr. Venetis stated that a list of all undergraduate majors and graduate degrees offered by the institution will be provided as part of the evidence for these principles.
- **Document Handling for Multiple Principles and Narrative Linking:** Ingrid London, Vy Trang, Jennifer McDowell, and Dr. Venetis discussed how to handle documents that serve as evidence for multiple principles, confirming that the new system will allow a single upload to be linked to several principles and that parsing documents is not required.
 - o **Uploading and Linking Documents:** Ingrid London asked if the same minutes should be uploaded to multiple folders or if sections should be parsed out. Dr. Venetis and Vy Trang clarified that the entire document should be uploaded once, and the system will allow linking to specific pages for each principle during narrative writing.
 - o **Duplication and Narrative Reference:** Jennifer McDowell noted that supporting documents may be referenced multiple times across principles, and Dr. Venetis confirmed that this is expected and will be managed through narrative linking rather than duplicating uploads.
- **Timeline and Next Steps for Narrative Drafts:** Dr. Melissa Ray, Eric Van Leeuwen, Vy Trang, and Jennifer McDowell discussed the timeline for submitting the first draft of the narratives, confirming the deadline as October 23rd and suggesting the creation of a shared document to track the timeline.
 - o **Draft Submission Deadline:** Dr. Ray asked about the timeline for narrative drafts, and Dr. Venetis confirmed that the deadline for the working group to submit the first draft is October 23rd.

- o **Timeline Documentation:** Jennifer McDowell suggested creating a shared document labeled 'timeline' in the shared docs folder to help team members keep track of deadlines, and Eric Van Leeuwen and Vy Trang supported this idea.
- **Guidance on Web-Based Evidence and PDF Requirements:** Mary Beth Goodrich, Eric Van Leeuwen, and Vy Trang discussed the handling of web-based evidence, confirming that while hyperlinks are helpful, a PDF version of the web page is required for documentation, with flexibility for difficult cases.
 - o **Web Page Documentation:** Mary Beth Goodrich asked if web pages can be referenced directly or must be converted to PDF. Eric Van Leeuwen and Vy Trang clarified that a PDF is required for documentation, but hyperlinks can be used as a backup if conversion is problematic, and the team will assist with difficult cases.

Follow-up tasks:

- **Document Collection for Evidence:** Upload final signed minutes and agenda packets for CEP, CUE, and Core committees related to the general education requirements principle 9.3 to the designated folder. (Dr. Chandramallika Basak, Dr. Lev Gelb, and Dr. William Nichols)
- **Document Collection for Evidence:** Provide a location for Dr. Gelb to upload 2.5 years' worth of governance committee minutes as a reference, if deemed useful by the co-chairs. (Mary Jo Venetis)
 - o Set up designated subfolders within [Box](#)
- **Document Collection for Evidence:** Add the project timeline as a document labeled "timeline" in the shared docs for team reference. (Mary Jo Venetis)