

2028 SACSCOC Mission, Governance, and Administration Working Group Meeting
August 20, 2026, 1 pm – 2 pm
Microsoft Teams

Attendees: Jennifer Henry, Raúl Hinojosa Jr., Angela Marin, Marco Mendoza, Kelli Palmer, Mary Jo Venetis, Angela Franklin

Absent: Vy Trang

Meeting Notes

- **Review of Accreditation Principles and Responsibilities:** Dr. Raúl Hinojosa led the group, including Marco Mendoza, Dr. Mary Jo Venetis, and others, through a review of the accreditation principles, clarifying which sections are handled by the UT system, which require input from the working group, and assigning responsibilities for drafting and reviewing specific sections.
 - **Division of Principle Responsibilities:** Dr. Hinojosa explained that principles numbered 1 through 4 are covered by documents from the UT system, while sections 10.2 to 14.5 are primarily the responsibility of the accreditation liaison, who will draft these sections and seek review from the group.
 - **Mission and Integrity Sections:** Dr. Hinojosa noted that the mission statement remains unchanged and can be reused, and that the integrity principle does not require new content, allowing the group to focus efforts on other areas.
 - **Assignment of Review Tasks:** Dr. Hinojosa assigned specific principles to group members: Marco Mendoza will assist with organizational charts for leadership, Angela Marin will help with athletics, and Michael Reza will be contacted for fundraising, while Dr. Venetis will coordinate the section on qualified officers.
- **Collection and Updating of Organizational Charts:** Dr. Hinojosa and Marco Mendoza discussed the need for updated organizational charts reflecting recent and upcoming changes in leadership, with Marco agreeing to provide snapshots and ongoing updates, and Dr. Venetis clarifying the process for obtaining charts from various units.
 - **Obtaining Updated Charts:** Marco Mendoza confirmed that updated organizational charts for senior leadership will be provided, reflecting recent changes, and will be sent to Dr. Hinojosa for inclusion in the accreditation documentation.
 - **Process for Unit-Level Charts:** Dr. Venetis asked whether organizational charts from other units should be requested directly from the units or through HR, and Marco Mendoza suggested starting with HR, as they often have the latest versions due to recent changes.
 - **Ongoing Updates and Review Cycle:** Dr. Hinojosa and Marco Mendoza agreed that organizational charts will be updated as changes occur, with a final review before the compliance report submission to ensure accuracy, and Dr. Venetis noted the importance of keeping these charts current.
- **Documentation of CEO Control Over Athletics and Fundraising:** Dr. Hinojosa, Angela Marin, Jennifer Henry, and others discussed the evidence required to demonstrate

the CEO's administrative and financial control over intercollegiate athletics and fundraising, including organizational charts, memos, compliance reports, and communications with relevant stakeholders.

- o **Athletics Reporting Structure:** Dr. Hinojosa outlined the need for an organizational chart of athletics and documentation of the reporting relationship between the CEO and the athletic director, including memos, minutes, and compliance reports.
- o **Evidence of CEO Involvement:** Angela Marin and Jennifer Henry suggested including minutes from Lone Star Conference meetings and memos about changes in reporting structure as evidence of the CEO's involvement in athletics oversight.
- o **Fundraising Oversight:** Dr. Hinojosa explained that similar documentation is needed for fundraising, including organizational charts, policies, and memos, and that Michael Reza, the new vice president for development and alumni, will be involved in providing this information.
- **Verification of Qualifications and Evaluation of Administrative and Academic Officers:** Dr. Venetis, Dr. Hinojosa, and Marco Mendoza discussed the process for collecting job descriptions, updated resumes, and performance evaluations to demonstrate that vice presidents and academic officers are qualified and regularly evaluated, with responsibilities divided between administrative and academic sides.
 - o **Collection of Job Descriptions and Resumes:** Dr. Venetis confirmed that job descriptions and updated resumes for recently hired vice presidents have been gathered, and Marco Mendoza will ensure that these documents reflect current titles and responsibilities.
 - o **Performance Evaluations:** Marco Mendoza asked whether actual performance appraisals from the president are required, and Dr. Venetis confirmed that examples will be provided, with sensitive information handled securely.
 - o **Coverage of Recent Changes:** Dr. Venetis clarified that, due to recent leadership changes, only about one year's worth of evaluations will be available, and Dr. Hinojosa will check if information from previous vice presidents is needed.
 - o **Division of Responsibilities:** Marco Mendoza will focus on administrative officers, while Dr. Venetis will handle academic officers, ensuring that all documentation aligns with position requirements and institutional policies.
- **Work Plan and Next Steps for Accreditation Documentation:** Dr. Hinojosa summarized the work plan, assigning leads for each principle, setting a first draft deadline for the end of October, and instructing team members to send evidence as it becomes available, with Dr. Hinojosa and Dr. Venetis reviewing submissions and coordinating follow-up as needed.
 - o **Assignment of Leads and Reviewers:** Dr. Hinojosa assigned Marco Mendoza to coordinate on organizational charts, Angela Marin to athletics, Michael Reza to fundraising, and Dr. Venetis to qualified officers, with Jennifer Henry and Dr. Kelli Palmer on standby for document review.
 - o **Submission and Review Process:** Team members are instructed to send evidence to Dr. Hinojosa via email or Teams, with Dr. Hinojosa and Dr. Venetis reviewing and following up as necessary, aiming for a first draft by the end of October.

- **Provision of Public Information and Catalog:** Dr. Venetis informed the group that Darren Climer from the Registrar's Office will provide a PDF copy of the university catalogs for inclusion in the public information section (10.2), with Dr. Hinojosa confirming its relevance.

Follow-up tasks:

- **Leadership Organizational Chart Updates:** Obtain and send the most recent organizational chart of senior leadership, including updates reflecting recent changes, to Raul for accreditation documentation. (Marco Mendoza)
- **Athletics Organizational Structure and Evidence:** Provide an organizational chart of athletics and forward any relevant memos, minutes, or correspondence demonstrating the president's administrative and financial control over athletics, including Lone Star Conference involvement, to Raul. (Angela Marin)
- **Fundraising Documentation Collection:** Reach out to Michael Reza to collect documentation on the president's role and reporting structure in fundraising and add Michael or a development representative to future meetings. (Raul Hinojosa)
- **Vice Presidents' Qualifications and Evaluations:** Gather and provide updated resumes/CVs, job descriptions, and recent performance evaluations (with high security) for current vice presidents, ensuring titles and responsibilities reflect recent changes, and clarify if previous VPs' information is needed. (Marco Mendoza and Mary Jo Venetis)
- **Academic Officers' Qualifications Documentation:** Collect and provide documentation demonstrating that academic officers (provost office and deans) are qualified for their positions, including updated credentials and job descriptions. (Mary Jo Venetis)
- **Catalog for Public Information:** Obtain and send a PDF copy of the university catalog for inclusion in accreditation documentation related to public information. (Mary Jo Venetis via Registrar's Office)