



SACSCOC 5th Year Report Committee

Minutes

Date 03/17/2014 Start Time 2:00 PM Adjournment Time 2:50 PM Location ULIB 420
 Type of Meeting Regular Special

CHAIR	Don Smith
SECRETARY	Rotating - Marilyn McIntosh
ATTENDEES	Barbara Michaelides, Allison Thompson, and Paula Thornhill
ABSENT (EXCUSED)	None

Agenda

GENERAL ANNOUNCEMENTS		
One of scheduled weekly meetings of this working group with minutes taken. Committee will meet each Monday at 2pm in the conference room of the University Library Administrative Office.		
DISCUSSION TOPICS		
<ol style="list-style-type: none"> Secretary duties - Chair Smith requested that Marilyn McIntosh take minutes following first name alphabet. The Chair asked for the members to finalize members of each subcommittee, and members agreed to confirm all appointments. The Chair will send an email to each subcommittee member requesting them to participate in the interim report preparation. The Chair informed committee members that other than the standards to be reviewed in the interim report there are individual statements about compliance that need to be examined in Part 3 of the report. The Chair requested that each member contact subcommittee members to set up meetings and to begin collecting data on each standard assigned. The Chair requested that a timeline for the committee's work be: 1) all information collected by the end of the summer term; 2) a rough draft of the report by mid-fall 2014 semester, and 3) the completed report by the end of the fall 2014 term. 		
CONCLUSIONS		
Next meeting on Monday, March 24 at 2pm in ULIB 420.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Members should confirm appointment of faculty and staff will work with them on each assigned compliance item.	All members	3/24/2014