Members of the compliance team in attendance were Vickie Natale, David Andrus, Chris Tetzlaff-Belhasen, Dr. Lee Sloan, Mike Anzaldua, Francie Jordan, John Crisp, Jeff Getchell, Jose Rivera, and Dr. Patricia Walter. Section contributors in attendance were Dr. Becky Flores, Henry Garcia, Brian Hart, Beverly Cage, and Rachel Barchus-Perkes.

John Crisp opened the Workshop with a showing from YouTube called “Argument Clinic.” Mr. Crisp continued the presentation with principles learned from sessions at the December SACS Conference. Two key concepts to keep in mind when writing sections are “think like a reviewer” and “brevity is a virtue.” Writers were urged to break down each standard or requirement into its components to ensure that each idea has been addressed. Emphasis is placed on accuracy, accessibility, clarity, and concision. In general, replace passive voice with active voice, avoid filler words, and avoid nominalization.

Mr. Crisp will be setting up a series of rolling deadlines for the separate sections, and he will contact writers individually to establish those deadlines. Sections will be due in February, March, April, and May, with a final deadline for the first draft for all sections to be May 1. Mr. Crisp emphasized that this will be a dynamic document and that changes will be made to the drafts continuously up until it is mailed in 2010.

Ms. Natale was asked to demonstrate the prototype of the SACS website that she and Jessica Montalvo have developed. The audience asked that today’s presentation be added to the website.

With no further questions, the meeting adjourned at 11:10 p.m.