SACS Compliance Certification  
Team Meeting  
April 30, 2008 8 a.m.  
President’s Conference Room

The meeting was called to order by Vickie Natale. Members in attendance were: Jose Rivera, Lee Sloan, Jeff Getchell, Chris Tetzlaff-Belhasen, Ann Lopez, Francie Jordan, Darlene Burton, Marjorie Villani, and David Andrus. Members absent were: August Alfonso, Steve Megregian and Joe Alaniz. Guests: George Dunson.

Introduction to SACS Compliance Certification Process

After welcoming remarks from VPI Villani, Dean Natale gave an introduction to the SACS compliance certification process, outlining the role of the off-site committee and the on-site committee as well as the documentation required for certification. A copy of the presentation will be available to the committee under MyDMC.

A notebook was distributed to all members of the team with copies of the revised version of Principles of Accreditation: Foundations for Quality Enhancement. Timelines and member listings were also included in the notebook for reference. VPI Villani requested that the graphic on committee membership be modified to illustrate that reporting will go through the institutional liaison to the College president. Ms. Villani also requested that additional copies of the Principles of Accreditation be printed for distribution to the instructional chairs.

Timeline for Compliance Certification

The timeline for the compliance certification process was reviewed, and members were also provided a timeline with dates applicable for the QEP process.

Assignment of Section Leaders

Dean Natale informed the committee that a document included in the notebook, under Section Coordinators, was drafted to designate section coordinators and other team members who will most likely have input to completing the College’s narrative for each Core Requirement, Comprehensive Standard and Federal Requirement. The committee was asked to review the draft of the assignments and notify Dean Natale of any suggested changes or additions. Natale will incorporate all suggested changes in a revised table to be discussed at the next scheduled meeting.

Update on Xitracs Software

Some committee members have reviewed the Xitracs software and agree that it will be a vital project management software tool for organizing the College’s response to SACS. The Information Technology staff is working on the acquisition of the software.

Future Meeting Dates

The committee discussed the impact of the Retirement Incentive Program and the fact that some key, long-term administrators may be leaving by August. Therefore, the committee agreed that the first draft for responses to sections should begin during the summer months and that the committee should
schedule meetings for the summer term to facilitate the accelerated schedule. The committee agreed on the following meetings times and dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>May 20th</td>
<td>8:30-10:00 a.m.</td>
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<tr>
<td>June 11th</td>
<td>8:30-10:00 a.m.</td>
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<tr>
<td>July 9th</td>
<td>8:30-10:00 a.m.</td>
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<tr>
<td>July 30th</td>
<td>8:30-10:00 a.m.</td>
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<tr>
<td>August 13th</td>
<td>8:30-10:00 a.m.</td>
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Meeting adjourned at 10:04 a.m.