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

Minutes of the April 30, 2008 meeting

Ms. Jordan made a motion, seconded by Mr. Rivera, to accept minutes as presented. Motion passed by vote of the committee.

Review of the Assignment of Section Leaders and Subgroup Members

A revised draft of the section assignments was distributed to committee members. Revisions or additions received after the last meeting were notated in red. VP Villani requested that the President and Vice Presidents be added to section 2.4. Ms. Tetzlaff-Belhasen also requested that she and Mr. Getchell be added to section 3.4.12.

Although the committee discussed at the last meeting the concept of submitting the first draft during the summer since some committee members plan to retire in August, VP Villani requested that the committee wait to write sections until the fall semester. The committee agreed to have first drafts submitted by November 30th. The committee also agreed on identifying a lead person in addition to the section coordinator for some sections to help assist in compiling the information. Lead persons will be notated with an asterisk.

Ms. Jordan suggested that an orientation session be scheduled for those people assigned a section and who are not members of this committee. The orientation session would give the added members an overview of the SACS Compliance Certification process. Committee members requested more time to review the section assignments again, so this will be discussed and finalized at the next meeting on June 11th. The committee agreed to schedule the orientation session on June 23rd, 3:00-5:00 p.m. for the additional employees who will be assisting with section assignments.

List of Reaccreditation Cycles for Texas Community Colleges

Dean Natale distributed a compiled list showing the last and next date for reaffirmation of accreditation for each of the Texas community colleges. Committee members were encouraged to visit websites or contact colleagues at other colleges that have recently submitted their compliance certification or are currently working on it.

Update on Xitracs Software (added agenda item)

Mr. Alfonso informed the committee that Xitracs has tentatively scheduled a training session on June 19th. He will inform the committee of location and time of session.
Draft of Report Style Guide

A draft copy of the report style guide was distributed to all committee members. Dean Natale noted that the style should be as simple as possible and these are suggestions on organizing the information for each section as it is being written. The guide will be reviewed further at the next scheduled meeting.

MyDMC (added agenda item)

VP Villani suggested that the committee for SACS 2011 on MyDMC should be open to all on campus. Mr. Alfonso stated that he would follow-up on this item.

Future Meeting Dates

A brief summary was made of the items discussed during the meeting. The next meeting dates are:
1) June 11, 8:30-10:00 a.m., for the next Team meeting;
2) June 19 for Xitracs training (time and place to be announced); and
3) June 23, 3:00-5:00, for an orientation session for additional section contributors.

The meeting adjourned at 10:22 a.m.