

The SACS Compliance Committee met on March 21, 2005 at 8:00 am in the Cardinal Room, University Center. The following members attended: Carol Burton, Director, SACS Review, Noelle Kehrberg, Co-Chair, Eloise Hitchcock, Co-Chair, Newt Smith, Beth Lofquist, Fred Hinson, Debbie Beck, Josie Bewsey, Kathleen Brennan, Edna Waldrop, Irene Welch, Jeanine Newman, Nancy Dillard, Bob Orr, Steve Baxley, Mary Ann Lochner, Elizabeth Frazier, Pat Brown, Phil Kneller, and Kathy Wong.

The agenda focused on the beginning stages of composing reports for the Compliance Certification. Brian Gastle, Editor of SACS Reports, began by distributing and reviewing the document, "Western Carolina University SACS Accreditation – Report Style Guide." It is important that the compliance reports adhere to these guidelines to maintain consistency in the overall Certification document. Please contact Brian (bgastle@wcu.edu) if you need a copy of the style guide.

Next was a review of the Core Requirements and assignments for composing a response for each of the Standards. Adjustments were made as to which individuals needed to be involved in reporting on each of the standards. Noelle will update the list of assignments based on these additions and revisions. It was also noted that subcommittees may be formed in some areas as we move along in the process. Committee and subcommittee needs will be addressed as necessary. The review director specified initial steps for determining compliance with a standard and referred committee members to p. 19 of the *Principles of Accreditation: Foundations for Quality Enhancement* which states: "It is implicit in every Comprehensive Standard mandating a policy or procedure that the policy or procedure is in writing, approved through appropriate institutional processes, published in appropriate institutional documents accessible to those affected by the policy or procedure, and implemented and enforced by the institution."

Eloise Hitchcock reviewed the Compliance Certification Timeline. The first draft of the report is due to the campus SACS Leadership Committee in one year, on March 1, 2006. The Compliance Committee will meet monthly through the summer to monitor progress, and at least monthly, probably more often, through Fall semester. Please send her an e-mail (Hitchcock@email.wcu.edu) with your schedule information for the upcoming months and Fall semester. Also, update your Outlook calendars to facilitate arranging these meetings. The Timeline is copied below.

Carol Burton concluded the meeting with a discussion of Action Plans addressing areas of noncompliance and partial compliance. If the Committee identifies standards in which we are not compliant, or only partially compliant, we must develop a plan of action which demonstrates how we intend to meet the standards for that area. After the standard is identified, a judgment of compliance must be rendered and reasons justifying the judgment indicated. A plan of action for gaining compliance must be developed and should include 1. Agents/Units responsible; 2. Resources needed; 3. Timeline for the plan; and 4. Specific actions or goals to be implemented.

Compliance Certification Timeline – 2005

April: Members meet with each other to conduct audit of assigned areas and identify needed documentation. Report progress to Compliance Committee.

May: Report progress to Compliance Committee identifying problems and obstacles.

June: Report progress to Compliance Committee addressing and resolving problems.

July: Preliminary reports due. Areas of partial compliance and noncompliance need to be identified.

Fall semester: Regular meetings will continue with progress reports addressing areas of partial and noncompliance.

End of Fall semester: Rewritten reports are due.