

**Western Carolina University  
SACS Review  
Compliance Committee Meeting  
September 7, 2005**

**Minutes**

The SACS Compliance Committee met on September 7, 2005 from 3:30 to 5:00 p.m. in the Belk Building, Room 404. The following members attended: Carol Burton, Director, SACS Review, Noelle Kehrberg, Co-Chair, Steve Baxley, Debbie Beck, Pat Brown, Renee Corbin, Beth Coulter, Nancy Dillard, Elizabeth Frazier, Brian Gastle, Fred Hinson, Philip Kneller, Mary Ann Lochner, Beth Lofquist, Jeanine Newman, Bill Ogletree, Newton Smith, and Kathy Wong.

Brian Gastle, SACS Reports Editor, also attended.

- Minutes from the August 2, 2005, meeting, were approved.
- Fall 2005 Timeline of Activities  
The timeline of activities was reviewed by committee members with specific details on the feedback methods that will be used. Once Brian (Editor) has edited a response to a standard, it is forwarded to Carol who reviews the response for content and concurrently forwards it to a co-chair, either Noelle or Eloise for her review. The response is then sent to the writer for revision. This process will occur between September 7 and 25<sup>th</sup>. In some cases, minor revisions will be made with no further action necessary. In others, the writer may need to resubmit it to Carol for additional reviews/editing. Writers will have until October 15<sup>th</sup> to make revisions and resubmit to Carol for final proofing before dissemination to campus readers.
- Compliance Report – Readers  
The committee discussed the response from potential readers of the draft reports. Carol sent invitations via email and paper copy to approximately 90 members of the campus community to serve as readers of the early draft of the compliance report. The response has been very positive, with only one declination. The deadline to respond is September 16<sup>th</sup>.
- Institutional Mission and the Compliance Report  
Feedback from the SACS Liaison at the regional office, Ann Chard, indicated that we should incorporate the revised mission statement in our response to the standards. While the new mission has not been approved, we need to document that the mission is undergoing revision and state the proposed mission in reference to any standard that includes our mission. Newt provided an update of the Strategic Planning Committee's work in relation to the mission statement. Approval and review processes for adopting the new mission statement should take place during the current semester and culminate in a presentation to the WCU Board of Trustees in December, 2005.

- Report on Partially or Noncompliant Standards  
Committee members discussed the following standards that, if submitted as is, would be judged noncompliant or partially compliant:
  - **3.2.10 – Evaluation of Administrators.** Mary Ann and Kathy indicated that the final draft of an evaluation instrument for all administrators, with the exception of the Chancellor (which is already in place), was being submitted for approval to the Executive Council. Plans are to initiate the new process by the end of September, 2005. Job descriptions for all employee positions defined by General Administration as administrator have been developed within the last eight months and are now available in Human Resources. Mary Ann is currently revising the response to this standard based on information received from the colleges on dean, associate dean, and department head evaluations. In some cases, there are no written procedures outlining the evaluation process for administrators in this group--this will have to be addressed and implemented during the current semester.
  - **3.4.11 and 3.9.2 – Security, confidentiality, and integrity of student (academic and nonacademic) records.** This standard encompasses FERPA (Family Educational Rights to Privacy Act) and other federal mandates. The university has contracted with Unisys to provide a gap analysis and assessment of current practice, a plan for compliance with these areas, and to develop training modules for all employees, including new hires and student workers. This plan is being implemented currently.
  - **3.7.2 – Faculty Evaluations.** Meetings are in progress between the provost, the chair of the faculty, and the chair of the faculty senate council on collegial review, to address this area since some faculty who are not on tenure-track are not formally evaluated. Additionally, the AFE (Annual Faculty Evaluation) and TPR (Tenure, Promotion and Reappointment) processes need to be consistently outlined in the *Faculty Handbook*. In some cases, the language is inconsistent. Beth agreed to include these topics on the agenda of the next department heads workshop.
- **Fall Meetings:**

**Tuesday, October 4, 3:30-5:00 p.m., Belk 404**  
**Tuesday, November 1, 3:30-5:00 p.m., Belk 404**  
**Thursday, December 1, 3:30-5:00 p.m., Belk 404**

The meeting adjourned at 5:05 p.m.