

**MINUTES**  
**Accreditation Leadership Team Meeting**  
**August 21, 2008**  
**1:30 p.m.**

On the above-mentioned date and specified time, the Accreditation Leadership Team meeting of Coahoma Community College met on the third floor of the library.

**Members Present:**

Vivian M. Presley, Chairperson  
Yolanda D. Miller, Secretary  
Anthony Brooks  
Anne Clark  
Rosemary Dill  
Wanda Holmes  
Rosetta Howard  
Gregory Hudson  
Jeremy Pittman  
Leandrew Presley  
Deborah McNeal  
Yvonne Stanford  
Marilyn Starks  
Charles White

Invocation was given by: Mr. Charles White.

Call to order and Review of Agenda: Chairperson Dr. Vivian M. Presley called the meeting to order at 1:30 p.m. The Accreditation Leadership Team approved the agenda with no additions.

A handbook for the Accreditation Leadership Team Meeting was issued.

**Welcome and Purpose of Meeting**

Dr. Presley set the overall tone of the meeting as she read and discussed the functions of Accreditation Leadership Team.

The Accreditation Leadership Team is charged with the following responsibilities:

- To oversee and manage all aspects of the institution's reaffirmation including its Compliance Certification and the development of the Quality Enhancement Plan,
- To ensure committees involved in reaffirmation receive appropriate resources needed to perform assigned duties and responsibilities,
- To maintain contact with the SACS Commission staff,
- To ensure appropriate follow-up activities are in place to address compliance issues,
- To monitor the successful implementation and progress of the Quality Enhancement Plan,
- To organize the SACS on-site visit.

She welcomed the committee members and adamantly expressed the importance of their contribution to the team.

### **Schedule for SACS Reaffirmation**

The timeline for SACS Reaffirmation was read and special emphasis was placed on the affirmation year 2011. Mrs. Dill mentioned that only four or five persons will be able to attend the SACS meeting in Atlanta. Dr. Presley will let us know who is chosen to attend. From there, the institution will be informed as to what is needed to go through the affirmation process.

The Off-Site Peer Review is scheduled for May 2010. Dr. Hudson explained that this process is very important and the first report is crucial. Ms. Dill is the person responsible for sending the report. The off-site team will meet and review the material to see if we have successfully done what we say we will do. If documentation is not found, the team will visit the campus to actually see the documentation. Twelve co-requirements must be met. If not met, the institution will be out of compliance.

### **Reaffirmation Teams and Functions**

Team members and functions are listed on page 3-5.

### **Compliance Certification Team Assignments, Timeline and Examples**

Ms. Dill reviewed information from the booklet (pages 6-19). Mr. Howard, the webmaster has established a website for the SACS Reaffirmation Accreditation process.

Dr. Belle Wheelan, president of SACS has established a CD explaining the accreditation process. A copy of the CD can be obtained from Ms. Dill or the president's office.

### **Quality Enhancement Plan Website Questionnaire and QEP Examples**

The Quality Enhancement Team has already met. The next meeting is scheduled for September 3, 2008. They were given the following assignments: (1) talk to the community and identify the institution's stakeholders and (2) think of a creative presentation for the QEP.

Questionnaire and examples can be found on pages 20-22.

### **CCC's Substantive Change Policy**

Ms. Dill noted that any major changes should be reported to SACS. The president is responsible for notifying the Commission of any substantive changes.

### **SACS-COC Resources (Refer to handbook)**

- a. Substantive Changes
- b. The Quality Enhancement Plan Handbook
- c. The Principles of Accreditation: Foundations for Quality Enhancement

### **CCC's Reaffirmation Website and Electronic Compliance Certification Document**

The CCC's Reaffirmation Website was visited for our review.

The next Accreditation Leadership Team meeting is tentatively scheduled for Thursday, September 25, 2008 at 1:30 p.m. on the third floor of the library.

The motion was carried and approved for the Quality Enhancement Timeline and the Compliance Certification Timeline and Assignments.

There being no further discussions, the meeting adjourned.

**Minutes submitted by:**

Yolanda Miller, Secretary

**Minutes approved by:**

Dr. Vivian M. Presley, Chairperson