



MINUTES
Compliance Certification Team Meeting
Dickerson-Johnson Library – 3rd Floor
Tuesday, December 2, 2008
9:00 a.m.

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

Members Present:

Anne Clark
Rosemary Dill, Chairperson
Margaret Dixon, Secretary
Wanda Holmes
Freeman Horton
Michael Houston
Ezra Howard
Gregory Hudson
Marilyn Starks
Charles White
William Houston
Rosetta Howard
Yvonne Stanford
Jerome Shaw

Members Not Present:

Patricia Brooks – out-of-town
Deborah McNeal - absent

Invocation was given by Ezra Howard

- I. Call to Order and Review of Agenda:** Chairperson Rosemary Dill called the meeting to order at 9:44 a.m.
- II. Welcome and Purpose of Meeting:** Rosemary stated the purpose of this meeting was to review our first draft of the Compliance Certification Report.
- III. Review and Approval of the Minutes:** The Compliance Certification Team approved the agenda with no additions. Dr. Rosetta Howard moved that the minutes be accepted as printed. Chief Houston seconded the motion.

IV. Introduction of SACS Consultant: Dr. Gwen Aldridge, Director of Assessment at Southwest College in Tennessee, introduced herself and shared her career to this point. The team introduced themselves.

V. Updates:

- **Core Requirements** – Rosemary stated we must meet ALL of these requirements to be in compliance.
 - Core Requirements 2.1 and 2.2: in compliance.
 - For Core Requirement 2.3, Gwen suggested writing down what really happens. Gwen stated that policies must be in writing, approved, published, and evaluated. Chief Houston noted a correction needed in 2.3.
 - Core Requirement 2.4: in compliance.
 - Core Requirement 2.5 is currently non-compliance. We need to make sure all the syllabi are updated and the new mission statement is on them. The performance evaluations will be due for 2008-2009, and we need to define how we will use those results. We also need to “close the loop” on everything from 2007-08 and 2008-09 and include as documentation for this requirement.
 - Core Requirements 2.6, 2.7.1, 2.7.2, and 2.7.3: need to continue to address these requirements and add documentation.
 - Core Requirement 2.7.4 is not currently in compliance; Dr. Howard stated we need to add a statement in the catalog to show how we are accepting transfer credit hours from accredited degree granting institutions.
 - For Core Requirement 2.8, Dr. Howard suggested we review the requirements in the *Policy and Procedures Manual* on adjunct faculty. Dr. Aldridge stated each faculty member must meet requirements. Since many institutions have been marked as non-compliance with faculty credentialing, Rosemary asked the instructional deans to submit SACS faculty rosters before we dismiss for Christmas to address any areas of concern. Gwen asked if we had an overload policy in place. Michael Houston stated it was in the *Policy and Procedures Manual*. Anne Clark stated the state department is looking at a new credentialing policy, but she thinks we are in good standards right now as related to career-

technical faculty members. Rosemary asked if we should have something in the *Policy and Procedures Manual* stating the requirements for academic and career-technical faculty.

- Core Requirement 2.9: in compliance.
- For Core Requirement 2.10, Dr. Hudson asked if the narrative should be more detailed. Rosemary stated it would be best to have too much than not enough. Dr. Presley stated that Dr. Hudson was doing the work and a good job, but he needs to document in writing so that others can review and know what Student Affairs is doing. Gwen suggested that team leaders include their IEP results for this requirement.
- **For Core Requirement 2.11.1: No Narrative or Supporting Documentation provided.**
- **For Core Requirement 2.11.2: No Narrative or Supporting Documentation provided.**
- Gwen suggested we include the Campus Climate Survey, Entering Freshmen Survey, Graduating Student Survey and Physical Plant plan as part of 2.11.2.
- For Core Requirement 2.12, Rosemary stated will be meeting on QEP this evening and Gwen will be making a presentation to the Quality Enhancement Team. Dr. Presley stated the QEP must be in the forefront of everybody's mind, including everyone from the administrators to the custodians, and to make sure the QEP is marketed well.
- **Comprehensive Standards**
 - For Comprehensive Standard 3.1.1: in compliance.
 - For Comprehensive Standard 3.2.1, Rosemary stated we need to pull Board minutes in order to document this standard.
 - Comprehensive Standards 3.2.2, 3.2.3, and 3.2.4: in compliance but standards need to be fully addressed.
 - For Comprehensive Standard 3.2.5, Rosemary stated that the *Mississippi Code* does not allow us to dismiss a Board member.
 - For Comprehensive Standard 3.2.6, Rosemary stated we need more documentation for this standard.

- For Comprehensive Standard 3.2.7, we already have an institutional organization chart, but Rosemary asked the Team if we need one for each division. Rosemary stated we need to add job descriptions for some old and new positions to each area. Gwen stated we need to make sure we have job descriptions for the administrators and show how they are evaluated on a regular basis.
- For Comprehensive Standard 3.2.8, Rosemary stated we need to have a roster for administrators and demonstrate administrators are qualified. Rosemary suggested vitas be developed to document their administrator's professional development. The roster, professional development records, and possibly transcripts should also be available.
- For Comprehensive Standard 3.2.9, we need to add the non-discrimination policy at the bottom of page 27 of the *Policy and Procedure Manual*.
- For Comprehensive Standard 3.2.10, we need to show how the results are used.
- Gwen suggested that we complete self-reflections on the evaluations. Dr. Presley stated that the Board minutes approving the President's evaluation comes back to her, and she wanted to know if this would be a problem. Gwen suggested allowing the evaluations to come back to another office such as the IE office and allow the IE staff to compile results and then share the compiled results with the Board members.
- For Comprehensive Standard 3.2.11, Coach Horton asked if he needs to include the athletic organizational chart. Gwen stated it may not be necessary, but we can include it if we already have it.
- **Comprehensive Standard 3.2.12: No Narrative or Supporting Documentation provided.**
- For Comprehensive Standard 3.2.12, Gwen stated this standard is for anyone raising money in the College's name. An explanation and a record of accountability should be included and documented explaining the procedures for any campus fundraising.
- **Comprehensive Standard 3.2.13: No Narrative or Supporting Documentation provided.**

- For Comprehensive Standard 3.2.13, Dr. Presley stated we need to work on this because it is referring to our Foundation. Dr. Presley stated she wasn't sure if we needed to make it active because we have not used in about 6 or 7 years.
- For Comprehensive Standard 3.2.14, Michael Houston stated we need to create a policy on this standard.
- Comprehensive Standard 3.3.1 has some documentation, but it is lacking some information.
- For Comprehensive Standard 3.4.1, Gwen suggested we add the word "curriculum" to the program review instrument.
- For Comprehensive Standard 3.4.2, Dr. Howard stated she did not address this standard because she was not sure if she should address the off-campus sites in 3.4.2. Gwen stated that we need to make certain that off-campus sites are not treated the same as the main campus. Dr. Presley asked if we should include short-term programs. Rosemary stated that Charles White should include all training completed from year-to-year and the Workforce Development Center newsletters.
- For Comprehensive Standard 3.4.3, Wanda Holmes asked if we have evidence that the admissions policies are consistent with its mission statement. Gwen suggested we add a few sentences to connect the admissions policies with the mission.
- For Comprehensive Standard 3.4.4, Wanda stated Rosetta Howard and Anne Clark agreed that we are not in compliance because we do not have a policy accepting transfer credit. Gwen suggested we make sure we get approval from governing board when we create this policy.
- For Comprehensive Standard 3.4.5, Gwen suggested we put a link to the website for this standard.
- For Comprehensive Standard 3.4.6, Wanda Holmes stated we are in non-compliance because this information was not written. Gwen stated she does not know if it needs to be written, but she will do a little research to see.
- For Comprehensive Standard 3.4.7, Gwen suggested we pull out some data from the substantial change for Distance Learning and use all the other suggested data.

Gwen also suggested we have a written agreement and we evaluate that agreement.

- For Comprehensive Standard 3.4.8, Dr. Howard stated we do not award credit for this area.
- For Comprehensive Standard 3.4.9, Dr. Hudson stated we are not in compliance in this area, but Student Affairs is in the process of creating a tutoring program and modeling Letha Richard's math tutoring program. Gwen stated she thinks this standard is geared to all student support services as opposed to just academics. Dr. Howard suggested that others be added to this standard. Rosemary added Rosetta Howard and Anne Clark to work on this standard.
- For Comprehensive Standard 3.4.10, Dr. Howard stated she had a concern about how to use the results to make improvements at the course level. Gwen stated we need to focus on the faculty who are making the suggestions. Gwen also suggested that if we have already addressed an issue in another principle, we can provide a link back to the information in that particular principle.
- For Comprehensive Standard 3.4.11, Dr. Howard stated we are not in full compliance because we still have some adjunct faculty in the "grey area."
- For Comprehensive Standard 3.4.12, we need to add information about the technology updates. Gwen suggested adding the policies for using the College's technology.
- For Comprehensive Standard 3.5.1, Gwen suggested we used the CAPP test for sophomore graduates in the spring.
- Comprehensive Standards 3.5.2 and 3.5.3: we need to continue to add to the narratives and supporting documentation.
- For Comprehensive Standard 3.7.1, Dr. Howard stated we have a large number of adjunct faculty members at the College. Gwen suggested we look at the numbers of hours taught by full-time compared to part-time instead of the number of full-time and part-time instructional faculty.
- For Comprehensive Standard 3.7.2, Gwen suggested we give faculty members a one-page reflection from their evaluations to show that faculty members are using the evaluation results for improvements.

- For Comprehensive Standard 3.7.3, we must show evidence of ongoing professional development of faculty. Rosemary stated we can scan 07-08 professional development forms and attach here for documentation. Rosemary also stated we need to document 08-09 professional development activities. Ezra Howard may be able to create a database to assist us with this documentation.
- For Comprehensive Standard 3.7.4, Gwen asked if anyone has ever filed a grievance concerning academic freedom. If not, Gwen stated we should write in the narrative that as of this date, no one has filed a grievance concerning academic freedom. Hudson suggested we need to identify examples of students filing a grievance.
- For Comprehensive Standard 3.7.5, Gwen stated an authority statement be added to this area.
- For Comprehensive Standard 3.8.1, Gwen suggested that we link the IEP here.
- Comprehensive Standard 3.8.2: in compliance.
- Comprehensive Standard 3.8.3: Yvonne Stanford explained that one staff member has applied to a Master of Library Science degree program.
- For Comprehensive Standard 3.9.1, Gwen suggested adding a link and including the statement of student's rights and responsibilities.
- For Comprehensive Standard 3.9.2, we are not in compliance. Gwen suggested we add a note stating the students' social security numbers were changed to ID numbers and discuss shredding, locked files, and anything else to demonstrate we are careful about students' records.
- Comprehensive Standard 3.9.3: We need to demonstrate that Student Affairs personnel are qualified. We may can require staff to complete vitas.
- Comprehensive Standard 3.10.1: We will need to include audits for 2008-09 and 2009-10 in order to be in compliance with this standard.
- **Comprehensive Standard 3.10.2: No Narrative or Supporting Documentation provided.**
- Comprehensive Standard 3.10.3: We will need to include audits for 2008-09 and 2009-10 in order to be in compliance with this standard.

- **Comprehensive Standard 3.10.4: No Narrative or Supporting Documentation provided.**
 - Comprehensive Standard 3.10.5: We will need to include audits for 2008-09 and 2009-10 in order to be in compliance with this standard.
 - **Comprehensive Standard 3.11.1: No Narrative or Supporting Documentation provided.**
 - For Comprehensive Standard 3.11.2, Gwen asked if campus security kept a log. We may need to add call logs, nursing information, right-to-know data, and student survey results to this standard. Chief Houston can attach his IEP to this standard for further documentation.
 - **Comprehensive Standard 3.11.3: No Narrative or Supporting Documentation provided.**
 - Comprehensive Standard 3.14: We need to make certain that the accreditation status statement is published in all publications exactly as it is written for this standard.
- **Federal Requirements**
 - Federal Requirement 4.1: We need to add all national and state licensing results including CPAS, etc.
 - Federal Requirement 4.2, 4.3, and 4.4: we need to continue to add to the narratives and supporting documentation.
 - For Federal Requirement 4.5, Dr. Hudson will add link showing the procedures for resolving student complaints, how complaints are handled, and documentation of previous grievance processes.
 - For Federal Requirement 4.6, Wanda Holmes stated the institution needs a universal brochure.
 - Federal Requirement 4.7: in compliance. We need to add documentation for 2008-09 and 2009-10.

VI. Next Meeting Date and Assignments: The Chairperson will notify the Team of the next meeting date. Draft 2 of the Compliance Report will be due March of 2009.

- Continue to Research Needed Documentation for *Principles*
- Revise Rough Draft of Compliance Certification Narrative
- Upload Available Documents into Compliance Certification
- Scan Documents and Upload into Compliance Certification
- Type Updates of Any Areas of Non-Compliance (Bring to Next Meeting)

VII. Questions and Comments: Rosemary stated that five representatives from the Accreditation Leadership Team will be attending the reaffirmation orientation in January. Team members need to go ahead and create policies, manuals, and anything else that needs to be completed. Most of these documents need to be approved by the Board; therefore, we need to allow enough time for approval and implementation.

VIII. Adjournment: The meeting was adjourned at 1:13 p.m.

Minutes submitted by:

Margaret Dixon, Secretary

Minutes approved by:

Rosemary Dill, Chairperson