

MINUTES
Compliance Certification Team Meeting
August 26, 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:

Patricia Brooks
Anne Clark
Rosemary Dill, Chairperson
Margaret Dixon, Secretary
Wanda Holmes
Freeman Horton
Ezra Howard
Rosetta Howard
Gregory Hudson
Deborah McNeal
Yvonne Stanford
Marilyn Starks

Members not present:

Michael Houston
William Houston
Charles White

- I. **Invocation** was given by Ezra Howard.

- II. **Welcome and Purpose of Meeting:** Chairperson Rosemary Dill called the meeting to order at 9:00 a.m. Rosemary welcomed the team and began by explaining the purpose of the meeting.

- III. **Compliance Certification Team and Functions:** Rosemary identified the team members and reviewed the functions of the Compliance Certification Team. Rosemary emphasized that the team will begin the completion of the Compliance Certification process by first performing a compliance audit. During this audit, the team will review the documentation Coahoma already has, make needed revisions to documents, and create new documents, if necessary.

- IV. **Schedule for SACS Reaffirmation.** Rosemary stated the Compliance Certification is due **March 2010**. Reaffirmation is scheduled for **June 11, 2011**.

V. **Example Compliance Certification Documents on the Internet:** Rosemary shared Internet sites of example Compliance Certification documents from other community colleges. Rosemary asked team leaders not to plagiarize because it could lead to some integrity issues with SACS but to use the sites as a point of reference only. Rosemary stated that she or Margaret would email these links to everyone. Rosemary informed the team leaders that they should be prepared to complete and submit documentation electronically and via email. She also encouraged the team to use the newly developed SACS website.

VI. **Compliance Certification Leader Assignments and Timeline:** Rosemary reviewed the compliance certification team assignments. Rosemary stated the team assignments are divided into three sections: *Core Requirements, Comprehensive Standards, and Federal Standards*. Rosemary reviewed the timeline for the Compliance Certification documents. The team will start reviewing and collecting documents beginning **August 2008 thru December 2009**.

Rosemary made one correction on page 41 of the Compliance handbook. The person responsible was changed from Marilyn Starks to Dr. Gregory Hudson and Mrs. Patricia Brooks. The team leaders will be communicating directly with the chairperson, Rosemary Dill.

VII. **Compliance Certification Team Members:** The team leaders will select team members to help them with the standards. Rosemary stated it is important to review other institutions and your sections in the manual to see what documentation should be used for each principle.

VIII. **Compliance Documentation Audit and Compliance Assessment Needs:** The first draft of the documentation audit will be due December 2008. The second draft will be due March 2009, and the final draft will be due December 2009.

IX. **The Principles of Accreditation: Foundation for Quality Enhancement:** The QEP and Focus Report will be due four to six weeks before the on-site visit.

X. **CCC's Reaffirmation Website and Electronic Compliance Certification Document:** Ezra Howard presented the SACS website to the team leaders. He stated it is pretty simple to navigate through and user friendly. He stated we will be working on the network where we can collaborate among ourselves. The software we are using is Shareware, and it will be ready by the next meeting. Ezra asked the team leaders to let him know if they find any problems with the website and if they have any suggestions to make the site better.

XI. **Next Compliance Certification Team Meeting/Assignments:** **The next meeting will be held September 16, 2008, at 9:00 a.m. in Dickerson Library Conference Room.** The reminder for the meetings will be sent through email.

Team assignments for the next meeting include the following: leaders should become familiar with the assigned principles, what is needed for each principle, and select team members. Rosemary thanked the team in advance for their support and commitment. She also stated that the team will follow the timeline as printed and asked the team to take the process very seriously.

- XII. **Questions and Comments:** Mrs. Stanford asked if the team leaders will appoint people to their committee and if they can use their staff. Rosemary stated this was acceptable.

Anne Clark asked if there were a certain number of members allowed to participate on team. Rosemary stated leaders can appoint one to five people, or more, for the team. Rosemary stated that the team leaders should make themselves very familiar with their area of expertise for this report and the supporting evidence that is needed for each principle.

- XIII. **Adjournment:** The meeting was adjourned at 9:50 a.m.

Minutes submitted by:

Margaret Dixon, Secretary

Minutes approved by:

Rosemary Dill, Chairperson