

SACS
Financial & Physical Resources Committee
10 year Reaffirmation
July 16th, 2018

Attendees: Craig Ness, Twila Baker, Kumer Das, Jamie Larson, Hector Flores, Cathy Benson, Diane Thibodeaux, Theresa Hefner-Babb, Katrina Brent, Katherine Miller and Gary Rash

Meeting Began: 2:00 pm

Financial Stability/Control of Finances

Craig Ness
Jamie Larson

Control of Sponsored Research

Kumer Das
Twila Baker

Title IV

Katrina Brent
Joanna Sheppard

Physical Resources

Katherine Miller
Diane Thibodeaux
David Martin
Hector Flores

The two Physical Resources committees will meet as one group, assemble a single document and then separate into two.

Institutional Environment

Ashley Scott
Catherine Benson
Hector Flores

On the share drive, under each standard, there is a template and an evidence folder.

Craig asked Diane and Jamie to request expanding the scope of the state auditors review to cover Title IV.

Katrina stated that the Department of Ed is not able provide an end date for the program review. Theresa mentioned that another institution is in the same situation and is providing the statements from the Department of Ed as evidence.

Let Craig know if subcommittees need technical writing assistance.

Update from Theresa Hefner-Babb:

1. She is meeting with Dr. Taylor in Atlanta at the end of July. She will ask his opinion about not having finalized program reviews for Financial Aid, since it's out of our control.
2. Make sure to follow the guidelines:
 - Use Calibri 12 point font
 - Do not use abbreviations
 - Use present tense
 - Do not include past history unless it's relevant
 - Use spellcheck
3. Theresa stated that hyperlinks can be included in reports (link to the specific section). The recommendation is to do a screen shot that includes the date and upload as evidence. Committee members need to use screen shots or print to PDF versions of any web pages they refer to just in case the URL changes.

Craig told Theresa to place him on the review team this time and Jamie Larson next time.

Craig also mentioned that unless Dr. Taylor has a different recommendation, our cut-off date for the reports are August 31, 2019. For awards, the cut-off date should be July 1, 2019.

Kumer Das/Twila:

Submitted draft report. Will transfer data into the new template provided.

Katherine Miller: nothing to report

Cathy Benson: nothing to report

Hector Flores: nothing to report

Diane Thibodeaux: nothing to report

Next meeting will be the week of August 20th and subcommittees will present drafts.

Deadline for reports is August 30th. Theresa will provide a cut-off date for making changes at a later time.

Adjourned: 2:30 pm

Minutes will be posted on the SACS website.