

**Compliance Certification Steering Committee  
Meeting/Conference with Sarah Moulton**

September 8, 2011

Present: James Limbaugh, Bradley Petty, Stephen Emmons, Jeffrey Boone, Shawn Wahl, Micheal Salisbury, Andy Wallace, Maggie Pepper, Connie Frazier, Trey Smith, James Summerlin, Sarah Logan

Present by conference call: Sarah Moulton

After discussion regarding library data cutoff, it was set at end of FY2011.

Sarah Moulton gave a brief summary of how she will handle the editing of the document and what she will be looking for. She will be checking the documentation to insure congruency and consistency. Giving the documentation a consistent voice should eliminate unnecessary questions from evaluators. Information should be received in Word format with enough information for primary argument.

During the conference call with Sarah Moulton several questions were asked. Below is a summary.

Qs: How do you want to handle the changes that you make? Will you be using track changes?  
How do you want supporting documentation handled?

Sarah Moulton:

- Any edits that do not require feedback will be made directly
- Track changes will be used when feedback is required
- When asking for feedback, the person providing the feedback should continue to use Word and Track Changes
- Sarah Moulton might draft paragraphs for ASU to review and approve
- Supporting documentation can be uploaded to compliance assist
- Naming of documentation very important. Might be helpful to have standard # as part of the documentation name. Use same name consistently throughout documentation
- When linking to website make sure website information is still applicable. If partial information is included in documentation from a website, make sure enough information is included to say what you intend it to say
- Look for strong examples
- Don't shoot yourself in foot by providing the wrong kind of information
- Send note along with documentation to be reviewed stating that references were checked and up to date

Sarah Logan

- All documentations will be saved to a folder that Sarah Logan creates on “R” drive. Be sure to save documentation into individual folders. Sarah will be responsible for uploading supporting documentation to compliance assist and sending documentation to Sarah Moulton
- If SACS template is available, it will be used
- October 1 is deadline for first set of standards to be sent to Sarah Moulton

James Limbaugh

- Distance Education becoming an important issue with SACS. He asks that Sarah Moulton review documentation with the question “is there a distance Education component?”
- New Standards and revisions will be coming presented at December SACS Annual Meeting. He will update committee on changes

Next meeting – Meeting invitation will be sent by June Moore. Meeting will be on Thursday at 3:00.