

SACS Response Team on Board Policy/COP Review Minutes

1/12/12

The committee met on 1/11/12. It was decided that each member of the committee will review specific chapters of the COP and report back on 1/18/12.

- The committee is contacting appropriate program directors/deans/staff assistants/etc. to collect information on the location and status of any policies appropriate to their programs. The information will be cross-referenced to policies found on the school's website and Portal. We are especially looking for policies that are inactive, under review, or under development.
- Based on interest, the work for the review has been split as follows (chapters correspond to the ESC Procedures Manual):
 - a) Don Ransford: Chapters 1 and 2
 - b) Theo Koupelis: Chapter 3
 - c) Kirsten Thompson: Chapter 4
 - d) Crystal Revak: Chapters 5, 9 and 10
 - e) Judi Grasso: Chapter 6
 - f) Ellen Kadel: Chapters 7 and 8
- An Excel sheet is being created that will hold all relevant information, including cross references between policies, suggestions for changes, etc. The sheet will be reviewed at the next meeting and the second round of review will be based on that information.

1/20/12; 1/25/12; 2/1/12

The committee met on 1/20/12, 1/25/12, and 2/1/12.

- Updates were discussed on our efforts to contact all appropriate Edison personnel in reviewing the policies.
- The latest version of our Excel sheet that will include our collective input was shared and discussed.
- General suggestions to be included on the sheet were shared and discussed.
- During the 2/1/12 meeting, the last meeting before our deadline of 2/3/12, the committee discussed the likelihood that it will be asked to continue its review of policies, especially those still not completed and those covered by the work of other SACS Response committees. The committee would be more than willing to continue its work for as long as it is necessary.
- Updated policies received on and after 2/1-3/12 are not included in our report submitted by the deadline of 2/3/12.