Academic Program Liaison Committee Minutes
Friday, December 11, 2009
3:00-4:00 PM
Osborne 107C

Attendance:
Chair: K. Finnigan
Guests: J. Byrd, N. Mellen for W. Buff
Absent: S. Adams, W. Buff, M. Dowell, N. Floyd, D. Hodson, M. Moriarty, S. Ozment, M. Perkins, J.T. Thornhill, J. Vendemia, R. Wilcox

I. Announcements:
   A. Several handouts were distributed, including the meeting agenda, re-edited CHE timelines featuring cycle numbers for both new programs and program modifications, minutes from the November 20, 2009 APL meeting, list of Spring 2010 APL meetings, SharePoint directions sheet, and notes from Phil Moore about SACS.
   B. "Neon List"
      As the University prepares for the SACS reaccreditation visit and beyond, specific information will occasionally need to be gathered from each college or school. These data requests will come to APLs in the form of a "Neon List" with two or three questions printed on brightly colored paper and with specified due dates.

      The first such list called for data on the following:
      1. Internships/Clinical Training/Fieldwork: request for names of providers, type of service, USC program affiliation, associated courses, assessment methods, and copies of contracts (due January 25, 2010)
      2. Undergraduate Program Directors/Coordinators: request for names of major/degree programs, names of faculty members responsible for curriculum, their titles and departments (due January 15, 2010)
      3. Dean’s Access to SharePoint Site: request to determine if unit Deans required APL SharePoint site access (due January 15, 2010)

      The Neon list will be send to all APLs electronically.

II. Updates:
   A. New SharePoint site for APL members
      A new SharePoint website has been developed by M. Fields for APL member use. Colleges seeking to create their own SharePoint sites for individual colleges, at $45 per month, should contact University Technological Services. M. Fields’ services as a tutor were offered to the APLs as needed.
B. Website Content
At the last meeting, APL members had been asked to lead the effort by their units to harmonize departmental website content with University bulletins. There was discussion over which website elements must be uniform across the campus, and questions as to the university’s web banner and its placement within unit websites. Phil Moore stated that SACS finds it especially objectionable when information for students is inaccurate.

C. Transition to New Forms and Procedures:
After some discussion on the signature order at the end of each form, the APLs were updated on the form edits that had been completed.

III. Guest Speaker
A. Phil Moore addressed the group as USC’s SACS Liaison, and a past SACS review team member. He outlined the SACS accreditation process, which begins with an offsite review team. He estimates that USC will receive 10-15 recommendations from the offsite team, which will be reduced to 3-4 by the onsite team. There are core requirements which we cannot fail and still be accredited.

B. Record Keeping
There are now new SACS requirements to validate the identity and enrollment status of our distance education students, and to document the placement statistics of our graduates (both undergraduate and graduate).

C. Communication with APLs
The Office of Institutional Assessment and Compliance has established a SACS compliance website, which will monitor USC’s status on standards prior to SACS review. APLs should visit this site for helpful information.

IV. Spring 2010 APL meetings will occur at 3:00PM at Osborne 107C unless otherwise specified. The dates will be as follows:

- Friday, January 22
- Friday, February 19
- Friday, March 19
- Friday, April 23 at 3:00PM at Thomas Cooper Library L133
- Friday, May 21

V. The meeting was adjourned at 4:30 PM.