The meeting began with discussion of a previous meeting on December 5, 2007 between SEC Chair Hebert and SACS Liaison, Beverly Moon.

Points of discussion:

- Who is in charge of overseeing the QEP? It was originally assigned to VPAA, but the SEC believes that it should fall under the SACS Liaison’s direction.
- The SEC Web site should be officially provided to the SACS liaison, and then given out to the chair or secretary.
- The DSU calendar must include events beyond the current semester.
- Per the QEP, college-wide faculty development should occur every semester. Moon will speak to deans about coordinating this requirement.  
  o Would ROMEA and the spring’s Scholarship Symposium fulfill this goal?
- A new SEC committee needs to be selected for the 2008-2009 year.  
  o For continuity, some current SEC members should roll over to the next year as well.
- The committee needs to work on a Standard Operating Procedures manual.
- For the spring meeting with new faculty, Richard Houston should be invited to discuss involvement with GST 100.