

Assessment & Coaching Committee (ACC)

Thursday, April 10, 2014
3:00 pm – 4:00 pm
Conference Room, Building 1

Chair: Jay Sullivan

Vice – chair: Brian Miller

Secretary: Caroline Hardee

Members Attending: Phylicia Bridgers, Caroline Hardee, Keith Lyon, Sandra Pinkham, Cecelia Scott, Jay Sullivan, and Tony Taylor

Members Absent: Marcia Norwood, Brian Miller

Minutes from Meeting April 10, 2013

I. Agenda Item: Approval of Minutes for Nov. 22, 2013 and Nov. 26, 2013

Presenter: Jay Sullivan

Discussion Item:

- Jay asked a motion to accept the minutes from Nov. 22, 2013 and Nov. 26, 2013.

Action Taken or Recommendation:

- Cecelia Scott made a motion to accept the minutes for both meetings with the correction to the Nov. 22, 2013 meeting replacing Tony Moore's name with Tony Taylor's name. Sandra Pinkham second the motion, and minutes were accepted for both meetings.

II. Agenda Item: Discussion of Progress to Date

Presenter: Jay Sullivan

Discussion Items:

- Jay shared that the SACSCOC Leadership Committee and/ or Senior Staff requires that our committee report to them the purpose and progress of our committee each year.
- Jay also stated that in the future when we are referencing SACS we must use the new acronym SACSCOC which stands for Southern Association of Colleges and Schools, Commission on Colleges. SACS is no longer the official acronym.

Action Taken or Recommendation:

- Jay asked that each committee member send him a summary of what worked well, what didn't work, and conversations we have had with our individuals in our cohort by April 25, 2013. Jay then will report our progress to either the SACSCOC Leadership Committee and/or Senior Staff.

III. Agenda Item: Plans to Move Forward

Presenter: Jay Sullivan

Discussion Items:

- Jay shared that he would like to see our committee membership stay the same to ensure continuity and not have to continuously “train the trainer”. Committee members agreed this was a good idea.
- Jay shared that the new Performance Evaluation System includes goals set for employees by their supervisor and this information can be used as part of our assessment data.
- Jay asked us to continue to focus on writing measureable goals with our cohort

Action Taken or Recommendation:

- Committee members will have a conversation with their supervisors to make sure the goals established on Performance Evaluation can be measurable so we can use these as part of our assessment data.
- Committee members will continue to work with their cohort on writing measureable goals.

Next Meeting: May 8, 2014 at 3:00 pm

Location: Conference Room, Building 1