

Wednesday, January 15, 2014

# SACS Leadership Committee

9:00 a.m.

Conference Room, Building 1

**Chair:** Jay Sullivan

**Vice Chair:** Rick Anderson

**Secretary:** Rebecca Adams

**Members Attending:** Ben Morris, Dixon Boyles, Crystal Ange (SACS Liaison), Jennie Singleton, Brenda Rogers, Erica Schatz

**Members Absent:** Rick Anderson, Karen Eckert

## *Minutes from Meeting (1/15/14)*

### **I. Approve Last Meeting Minutes**

**Presenter: Jay Sullivan**

- Jay asked if anyone had corrections on the last meeting minutes. Dixon made a motion to approve them, and Ben seconded.

### **II. Prospectus**

**Presenter: Dixon Boyles/Ben Morris**

- Jay asked Dixon and Ben to give a brief synopsis on their prospectus. Ben mentioned the criminal justice courses being taught at area high schools (Northside, Washington, and Southside). He has learned that we are to address a variety of issues, such as how we pay instructor cost. He has sent the prospectus to Crystal for review.
- Dixon gave a brief synopsis on the agribusiness prospectus. We are waiting for approval from the state. The deadline was lengthened.
- Jay informed the committee that if we offer a credential, i.e., certificate, diploma, or associate degree at an off-site location, we must first seek approval. It is his understanding that once we are approved for these particular courses, we do not have to submit a prospectus for other courses at these schools.
- Crystal said that SACS would like us to submit a prospectus six months in advance, if not sooner. This way they can catch things ahead of time.
- Curriculum changes go through Senior Staff and the Curriculum Committee. Jay asked if the SACS Leadership Committee should review curriculum changes. He also asked if we need to circulate the prospectus to the SACS Leadership Committee so everyone can get an idea of what one should look like. A prospectus is like a business plan, but it also involves employee data, who needs the program, etc.

### **III. MOU b/t Foundation & BCCC (3.2.12, 3.2.13)**

**Presenter: Crystal Ange/Jay Sullivan**

- Note that the College and Foundation are two separate entities. MOU stands for "Memo of Understanding." It is an agreement to work in a business with someone, for example, we have an MOU with Robeson Community College. Even though it's not on the 5<sup>th</sup> year report, it is still very important. For the 10 year report, if we are in compliance with our standards, we need to ask ourselves what MOUs need to be in place.
- Jay asked the committee to look at what other schools have done regarding these particular standards by viewing their websites. We need to work on generating this and go through the appropriate approvals.

**IV. Report on SACS COC (Atlanta, GA Dec 2013) Presenter: Crystal Ange/Jay Sullivan**

- Crystal was surprised to see around 5,000 attendees at the conference. There were different sessions at the Marriott and other hotels nearby. She attended mostly substantive change sessions. They stressed diligence and getting all documents in on time. She heard the regional coordinator speak and saw what other institutions have in place by looking at a sample prospectus. She learned that one community college does their 5<sup>th</sup> year report every year to stay on top of things. She also had a chance to meet with President Belle Wheelan. Crystal would like Erica and Ben to attend one of these sessions next time in Tennessee if possible. Note that the summer sessions are shorter.
- Jay was also surprised at the amount of people at the conference. Dixon asked if they attended all the sessions they wanted to. For the most part, they both did. They noted that arriving early and paying ahead of time will ensure you a reserved space.

**V. PSLO (Program Student Learning Outcomes) Presenter: Jay Sullivan**

- The question was asked if we have to add each standard for each site. Dixon said not all standards would apply to all sites. Jay noted that the template for 2.8 is changing.
- 2.9 and 3.8.2, which refer to student support through library services, must include training. Distance education students, which also include information highway or off-campus, need to be offered the same opportunities as on-campus students. An off-campus student can come to campus and be tutored. However, there is a process involved by applying for tutoring in Student Support Services. Once a semester, we could send a "library person" to train the students. This would ensure they have access to the same people and resources. Brenda suggested placing a tutorial on our website.
- 3.3.1.1 refers to student learning and course level outcomes. Jay encouraged each dean to speak with their leads on this matter. It needs to be done three times: first introduced, then reinforced, and finally mastered.
- On the program review template, each program is reviewed every three years. Jay asked if we can capture this on the assessment template report. We need to archive the program level outcomes the students have met. The planning template we used last year is a good place to start and capture a summary of the information. Jay said he will contact the PLO speaker and report back at our next meeting.

**VI. Writing Teams Presenter: Jay Sullivan**

- Jay and Rebecca have to meet with five more committees. This should be complete by our next meeting. We are also receiving SACS narratives, so we appreciate all the hard work in this important effort.

**VII. Share Drive Presenter: Brenda Rogers**

- Brenda mentioned that the share drive is going away and moving towards Active Directory. Right now, everyone is emailing documents. Jay feels that there will only be 30 people at the most who need access to this, so Brenda suggested going to their offices to explain the new process.
- No other business was discussed. Meeting adjourned at 10:00 a.m.

***Other Information***

**Next Meeting:** Wednesday, February 5, 2014 at 9:00 a.m. in the building 1 conference room