

Wednesday, March 12, 2014

SACSCOC Leadership Committee

9:00 a.m.

Conference Room, Building 1

Chair: Jay Sullivan

Vice Chair: Rick Anderson

Secretary: Rebecca Adams

Members Attending: Ben Morris, Karen Eckert, Brenda Rogers, Crystal Ange, Jennie Singleton, Erica Schatz

Members Absent: Rick Anderson, Dixon Boyles

Minutes from Meeting (3/12/14)

- I. Approve 2/26/14 Minutes** **Presenter: Jay Sullivan**
- Jay asked if anyone had corrections on the last meeting minutes. None were mentioned. He asked for a motion of approval. Erica made a motion, and Jennie seconded. Minutes approved.
- II. SACSCOC submissions and items received** **Presenter: Crystal Ange**
- The automotive prospectus for Plymouth High School and welding prospectus for Creswell High School are complete and ready to go to Dr. Tansey.
 - The criminal justice prospectus for Washington High School, Northside High School, and Southside High School has been accepted.
 - The agribusiness prospectus goes to SACSCOC at the end of March.
 - The Substantive Change Manual, which is strictly procedure, is due to SACSCOC in April. We will review this manual at our next meeting. Note that a procedure, plan, and practice are related; however, a policy has to be approved by the Board of Trustees.
- III. Update on SACSCOC Naming Convention** **Presenter: Crystal Ange**
- Per President Belle Wheelan's instructions, all SACS correspondence is to read SACSCOC from this point forward. Her email was shared with the committee; Crystal said that minor regulation changes have been made.
 - We need to review our internal and public documents to make sure they are in agreement with this new naming convention. Jay encouraged the deans to review this as well as Karen for any documents she has in the Writing Center.
- IV. Review of 4.2** **Presenter: Jay Sullivan**
- The 4.2 narrative (Curriculum and Programs) is one that Ben has worked on. Everyone appreciates his hard work in completing this report. Jay said although we were not cited for this report at our last affirmation, we need to keep in mind that Distance Education and the SACSCOC Resource Manual have changed. Jay encouraged Ben to talk to Sara (Singleton) about program review. She can provide language to inject into the narrative.

The following changes were discussed on the first page:

- Put the 4.2 description at the top.
- In the first paragraph, use the same link for College's Mission and long-range goals. The word "vision" is spelled incorrectly in the weblink.
- In the second paragraph, the North Carolina Administrative Code link should go to the NC Administrative Code webpage.
- In the third paragraph, the Associate Degree Programs link does not need to be forward facing.
- Include Early College High School and Career and College Promise under degree programs.
- In the fourth paragraph, the Diploma Programs and Certificate Programs links should match those in the previous paragraph.

Second page:

- While referencing the Fall 2013 schedule, also include class offerings.
- In the first paragraph, insert a table of class offerings including information highway courses. Penny (Sermons) has a table of this information.
- In the second paragraph, change Dean of Instruction to Vice President of Academics, Division Chairs to Deans, and Planning & Institutional Effectiveness (IE) to Research and Institutional Effectiveness (IE).
- The NCCCS Accountability section needs to be rewritten because it has changed. We no longer do Employer Satisfaction Surveys.

Third page:

- Eliminate the last paragraph. We no longer do Community Satisfaction Surveys.

Overall narrative:

- Include the Curriculum Committee.
- There is concern with the numerous links throughout the narrative. Brenda suggested having one person review the links. Jay will ask Dr. Tansey if the Supporting Documentation and Links page is required.
- Use consistent language throughout.
- The performance standards need to be on the website.
- Huskins Bill on the website needs to be CCP.

V. Review of 4.5

Presenter: Jay Sullivan

- Standard 3.13 has three parts. Part B, which is student complaints against an institution, is related to standard 4.5. Rick is aware of this and is working to combine the two.
- Jay shared the response we received from SACSCOC at our last affirmation.

The following changes were discussed:

- Make the word "catalog" consistent throughout.
- Remove the page numbers in the Supporting Documentation and Links table.
- Include two examples of the student complaint process, one for Student Services and the other for instruction.

VI. Standards to Review at Next Meeting

Presenter: Jay Sullivan

- Jay asked which two standards the committee would like to review at our next meeting. He recommended 3.11.3 (Facilities) and 3.13 Part B. Note that this is a new standard. We do not have a reference in our 2009 affirmation; however, we can review other school submissions.
- Crystal asked if we could have a link to our LibGuides pages. Jay will check with Penny (Sermons) and Tricia (Woolard). On the current SACS LibGuides page, he will change everything "SACS" to "SACSCOC."
- Rebecca will see if the building 1 conference room is available to book the next several meetings. April 9 creates a conflict with Advanced Manufacturing Week. We will work around this day.

- We also need to set a date for the campus committees reporting to the SACSCOC Leadership Committee. We decided on Tuesday and Wednesday, April 29 and 30. Rebecca will see if the building 10 board room is available both days.
- No other business was discussed. Meeting adjourned at 10:00 a.m.

Other Information

Next Meeting: Wednesday, March 26, 2014 at 9:00 a.m. in the building 1 conference room