

Wednesday, March 26, 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, Crystal Ange, Dixon Boyles, Erica Schatz

Members Absent: Brenda Rogers, Jennie Singleton

Minutes from Meeting (3/26/14)

- I. Approve 3/12/14 Minutes** **Presenter: Jay Sullivan**
- No one had corrections on the last meeting minutes. Jay asked for a motion of approval. Erica made a motion, and Karen seconded. Minutes approved.
- II. Annual Committee Reports** **Presenter: Jay Sullivan**
- Jay and Rebecca are working on the annual committee reports to the SACSCOC Leadership Committee, which will be April 29 and 30 all day.
- III. SACSCOC Website** **Presenter: Jay Sullivan**
- The compliance report from 2008-2009 has been taken down because of old information causing some confusion. However, Tricia (Woolard) has an archived version if someone needs to view it.
- IV. Updates on Submissions and Receipts** **Presenter: Crystal Ange**
- Crystal reported that we have not received anything from SACSCOC since our last meeting. A “thank you” goes to Dr. Boyles because the State Board has approved the agribusiness program.
 - Crystal will email the Substantive Change Manual, which is strictly procedure, to the committee for checking errors and the flow of information.
- V. Review of 3.13B** **Presenter: All**
- When reviewing the narrative, the following was noted:
 - Make the word “Catalog” consistent throughout. It is in two different versions on the website. The most recent is dated 2-14-14.
 - The three links in the Supporting Documentation and Links table are going away. For this reason, we will not reference them or page numbers. Instead, a placeholder will be used for the time being until closer to submission when a PDF title will be substituted. This was a suggestion by Erica. The PDFs of all our documents will be on a media for the reviewers. We want to make it simple for the reviewers to find the document/s they need.
 - It was asked if we should state the obvious in the narrative, for example, that Crystal is the liaison familiar with the complaint process outlined in this standard. Crystal suggested we do so.
 - Rick used Durham Tech’s previous submission as a guideline. Their submission did not include a student complaint example; for this reason, he did not include one in the narrative. The committee agreed that more information may risk more errors. However, we have this information if needed.

Also, from Crystal and Rick's recollections, we have never had a complaint about our accreditation, but we do have a data holder for this information.

- Rick is a part of the ACCHSE listserv. He will send an email to ask for other institutional examples.

➤ Rick will make the corrections discussed and resend to Jay.

VI. Review of 3.11.3

Presenter: All

➤ When reviewing the narrative, the following was noted:

- On page 4, the top paragraph goes into great detail, but we need to make sure this is sufficient.
- Under Additions, Renovations, and Improvements, the first paragraph can be removed.
- On page 5 at the mention of User Satisfaction Surveys, these will be done within the next month. This includes facilities, Student Services, etc.
- We need to address the adequacy of facilities for our students in Early College High School, the Beaufort County School System, and BLET.

➤ Rick asked if, for Clery Act purposes, we need approval for taking BLET students to an off-site in Edenton. Ben said a credential is not being offered, but they may need to be notified. Crystal will email the appropriate contact about the level of instruction in Edenton.

➤ Erica will take the following to the Planning Committee:

- The floor plans on our website are not accurate.
- Ready Desk intranet has no link.

➤ The campus map needs to be updated. Some departments are still said to be in their old location, and some areas are not included in the corresponding building. The Vice Presidents will work on this; Jay will make this an agenda item at the next Senior Staff meeting.

➤ No other business was discussed. Meeting adjourned at 10:00 a.m.

Other Information

Next Meeting: Wednesday, April 16, 2014 at 9:00 a.m. in the building 1 conference room