

Wednesday, September 11, 2013

SACS Leadership Committee

9:00 a.m.

Conference Room, Building 1

Chair: Jay Sullivan

Vice Chair: Rick Anderson

Secretary: Rebecca Adams

Members

Attending: Jennie Singleton, Dixon Boyles, Brenda Rogers, Crystal Ange, Erica Schatz, Ben Morris

Members

Absent: None

Minutes from Meeting (9/11/13)

- I. Approval of Last Meeting Minutes** **Presenter:** Jay Sullivan
- J. Sullivan asked if anyone had any corrections of the last meeting's minutes. None were mentioned. He asked for approval of the minutes. R. Anderson motioned, and D. Boyles seconded.
 - Minutes were approved. R. Adams will submit for posting.
- II. Writing Style Guidelines** **Presenter:** Jay Sullivan
- J. Singleton made some changes on page 13 of the handout referring to hyperlinks. By our next meeting, J. Sullivan would like for everyone to make any changes, so we can finalize the writing guide. Email any corrections to Jay or Jennie before the next meeting.
- III. Action Plan** **Presenter:** Jay Sullivan
- This is a useful tool that IT Workgroup has developed for maintaining an action plan. It is recommended that each committee on campus fill one out to keep track of goals and purposes. D. Boyles asked for clarification of goals. J. Sullivan gave the example of finalizing writing style guidelines. He mentioned these goals are not tied to annual, long range, or unit goals.
 - The first item is the most critical. J. Sullivan explained that we need to address our standards. In the writing teams, the chair and vice chair have standards that appear on the 5th year report while some don't. Once the document is prepared, the members may need to review it.
 - Each committee needs to maintain an action plan. J. Sullivan encouraged everyone to recommend the form, especially if you are chair of a committee. In the year 2014-15, this form will be required.
- IV. Template for Committee Minutes** **Presenter:** Jennie Singleton
- Each committee should be taking minutes of meetings, even advisory meetings. J. Singleton said it needs to be explicit in writing that there is an official minutes template for any minutes taken at meetings by campus committees.
- V. Document Control** **Presenter:** Jay Sullivan
- There are a number of forms across campus. Right now we have different versions of these forms, so it presents a problem with SACS compliance. We, therefore, need to eliminate any

inconsistencies. We will no longer have paper copies of these forms. Rather, they will be sent to the Institutional Effectiveness office and be placed under Forms on the BCCC website. If changes need to be made, they will go to Senior Staff. If they are a policy issue, they will need to be reviewed by the Board of Trustees. Once on the website, all the links will point to one place, which will eventually be SharePoint. This will help with the business of the college, making sure all forms are consistent, and ensuring SACS compliance.

- VI. SharePoint** **Presenter:** Crystal Ange
- B. Rogers is attending SharePoint training in Raleigh on November 11 for 4 days.
 - C. Ange asked if faculty could use SharePoint. The 5th year report is too important; therefore, we need to train our faculty, chairs, and vice chairs. We should start by putting the 5th year report on the network drive and have everyone get used to it first. D. Boyles said SACS doesn't require us to put the report on SharePoint, so he agrees it's a good idea to put it on the network drive first.
- VII. Faculty** **Presenter:** Jay Sullivan
- J. Sullivan said new faculty needs more knowledge of SACS. The people who have direct bearing on what we do are more in Academics. C. Ange will set this up.
 - Program review, assessment, and the planning process all tie to standards in the 5th year report.
- VIII. Professional Development** **Presenter:** Crystal Ange
- J. Sullivan said we need professional development for all. He recommends assessment.
 - C. Ange said the ones for Student Services, Continuing Education, Administrative Services, and Institutional Effectiveness are all parts of SACS, and we need professional development for each of these. The vice presidents are responsible for organizing the meetings. J. Sullivan offered to lead the sessions. The timeline we are looking at is the fall and spring.
 - J. Sullivan said it may be good to have one collective meeting after everyone has had individual meetings. D. Boyles suggested holding this early in the spring semester.
- IX. QEP** **Presenter:** Jay Sullivan
- QEP is on the table. Jon (Elmore) was the "go-to person," but now that he's gone, C. Ange is waiting on Emily (Woolard) to look at applications for the open position.
 - J. Sullivan said we might can designate someone responsible. He suggested Dixon (Boyles) because of his knowledge of QEP. This matter also falls under Crystal's area. Jay mentioned that he has been impressed with QEP and Writing Across the Curriculum thus far.
- X. Committees' Chairs and Vice Chairs** **Presenter:** Jennie Singleton
- J. Singleton needs a list of committees' chairs and vice chairs. She knows some committees are not meeting until November.
 - J. Sullivan recommends the SACS Leadership Committee meet every 3 weeks and work around holidays.

Meeting adjourned at 10:00 a.m.

Other Information

Next Meeting: Wednesday, October 2, 2013 at 9:00 a.m. Conference Room, Building 1