

Wednesday, October 23, 2013

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, Jennie Singleton, Erica Schatz, Brenda Rogers

Members Absent: Crystal Ange

Minutes from Meeting (10/23/13)

I. Approval of Minutes **Presenter: Jay Sullivan**

- Jay asked for approval of the last meeting's minutes. Jennie suggested, on the top of the second page, to omit the last sentence that reads "Jay suggested hiding the folder as well." Also, it was suggested to change one of the previous sentences to read "Jay said it is okay for other committees to have read access." It was agreed to make these corrections. Rick motioned to approve the minutes, and Jennie seconded the motion.
- Rebecca will make the corrections and send the revised minutes to all.

II. Action Plan Updates **Presenter: Jay Sullivan**

- Jay and Rebecca have met with Program Review, Planning Committee, and Mission Review to discuss writing teams because they have standards that are on the 5th year report. Jay feels that the chairs and vice chairs of these committees have a good understanding of what they are responsible for in their compliance report. He gave them the Resources for Writing Teams handout, which will be very helpful in the upcoming weeks.

III. LibGuides **Presenter: Jay Sullivan**

- Jay showed the SACS LibGuides page on the projector. He pointed out the following useful areas: committee workbooks, writing guidelines, SACS documents, general information about BCCC, SACS templates, list of accredited schools, and compliance reports. He said the compliance reports are located on the M drive, and access is possible through Brenda.
- Jay suggested using the most recent compliance reports as examples for help in writing the ones for next year; however, there are new guidelines to consider. Another tip he suggested is looking at the last reaffirmation date of other colleges and visiting their web page to view their compliance report from 2012 or later.
- Brenda asked to receive a list of the chair and vice chair for each committee, so she can grant them access to the M drive. Jay said once he meets individually with the committees and they are trained on what to do, he will give Brenda the list.

IV. Professional Development for Academic Divisions **Presenter: Jay Sullivan**

- Jay asked when the professional development sessions are being held.
 - Allied Health – November 13 at 12:00 p.m.
 - Arts and Sciences – November 19 at 12:00 p.m.

- Business and Industrial Technology – November 19 at 2:00 p.m.

- V. Professional Development** **Presenter: Jay Sullivan**
- Jay is setting up a meeting to give a performance-based funding presentation to Administrative Services, Student Services, and Continuing Education. He would like Rick Anderson, Mark Nelson, and Chet Jarman to attend.
- VI. QEP Impact Report Back-Up Plan** **Presenter: Dixon Boyles**
- Dixon said he is waiting on Human Resources to send the schedule out.
- VII. Finalizing Writing Style Guidelines** **Presenter: Jay Sullivan**
- This is complete and posted on the SACS LibGuides page. Jennie asked if we want to send this to all of campus. Jay said yes, and we might consider putting it on the forms page instead of doing an email blast.
- VIII. Design of SharePoint** **Presenter: Brenda Rogers**
- Brenda asked since we do not use SharePoint for SACS, if we want to keep the same deadline listed on the Action Plan. Jay said there is no need, and Dixon agreed, so the date for the Design of SharePoint was changed to 12/31/2014.
 - Also, a correction was made on the Action Plan Sheet to change the date on Training on SharePoint from 5/20/2013 to 5/20/2014.
- IX. Develop Resource Packet for Writing Teams** **Presenter: Jay Sullivan**
- We are getting advice from the writing teams and SACS Leadership Team. Dixon said after the annual conference, things could change. By January or February of 2014, we will know what the standards will be. Jay mentioned there is a conference in December that he, Crystal, and Dr. Tansey are attending. We will have a better idea by next spring.
 - Our 5th year report is less than one year away. We are behind in some areas but making good progress. Committees who may have the hardest time have already met to discuss writing teams, so this is a plus. Jay asked if there were any questions regarding the three handouts about the 5th year report. Dixon asked if we are subject to part 4. Jay said no, we do not have a follow-up report requirement for this part.
- X. Substantive Change Workshop** **Presenter: Jay Sullivan**
- Jay attended a workshop in Charlotte that talked about changes in program level and institutional mission. He asked everyone to please review the handout.
 - We have to maintain a substantive change log. Right now, Crystal keeps it. Dixon mentioned the change log concerns agribusiness, the criminal justice certificate, and health and fitness science for CCP.
 - Jay asked if we sent a notification to Hyde and Tyrrell counties. Dixon said he believes we did; however, we worded it so it was applicable to other counties as well, and SACS said they needed nothing further.
 - Jay explained:
 - 0 – 25 means nothing is required
 - 26 – 49 means we need to send a notification
 - 50 and above means we need to submit a prospectus

- Jay requested any papers Dixon may have on this. Dixon suggested looking at the SACS website. He was sure we offered classes to ECHS and Hyde and Tyrrell counties in November 2008. Jennie said she would also look in her records for information.
- No other business was discussed. Meeting adjourned at 9:40 a.m.

Other Information

Next Meeting: Wednesday, November 13, 2013 at 9:00 a.m. in Conference Room, Building 1