

Wednesday, December 4, 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, Jennie Singleton, Rick Anderson, Erica Schatz, Dixon Boyles, Brenda Rogers, Crystal Ange

Members Absent: None

Guest: Karen Eckert

Minutes from Meeting (12/04/13)

I. Approve Last Meeting Minutes

Presenter: Jay Sullivan

- Jay asked if there were any corrections or adjustments to the last meeting minutes. None were mentioned. Rick gave a motion to approve the minutes, and Dixon seconded. Rebecca will submit the approved minutes for posting on the website.

II. New Director of Writing Center

Presenter: Jay Sullivan

- Jay welcomed new Writing Center Director/QEP, Karen Eckert, to the committee. Dixon gave a motion to invite her to be a part of the SACS Leadership Committee; Erica seconded. We are excited to have her in this position and for her contributions to the committee.
- Jay asked Karen to explain her role so far in the Writing Center. She said they have helped around 105 students, which she believes is a very positive start.
- Dixon said the Writing Across the Curriculum Committee (QEP) met and is currently redefining the goals and positions of the Writing Center/QEP. The committee is making adjustments that will be outlined formally in upcoming reports.

III. Substantive Change

Presenter: Crystal Ange

- Crystal explained that if we have any significant changes in our curriculum, we must notify SACS. She provided a handout to everyone, which she went over in detail.
- Crystal explained the definition of a prospectus, which refers to a business plan or plan of action. Two of our deans are in the process of developing a teaching plan.
- We currently have a substantive change notebook, which was given to everyone for review.
- The criminal justice program at the high school was started this fall. We must notify SACS and provide them with a prospectus. Ben is taking care of this while Dixon is working on one for our new agribusiness program.
- The past three to five years we have seen a significant drop in enrollment in some of our programs, for example, biotechnology and drafting; therefore, we are no longer offering these programs. Dixon and Ben are working on teach-out plans, which are due January 15, 2014 in Raleigh.

- We also have to do a manual for the college. Jay will be asked to proof this, and Dr. Tansey will give final approval.
- Dixon said the SACS process has been reconfigured, so the method of inspection has changed. Dixon asked if SACS gives a definition for “program.” Jay said if certificates, diplomas, and associate degrees all fall under 50% of a credential, we need a prospectus. Dixon suggested asking this question at the conference coming up in Atlanta.
- Jay said he understands that if we are approved at an off-site location, we can do any programs at this location.
- Brenda asked how we know if there are any changes from SACS. Jay said they send us letters, which go to the SACS liaison (Crystal) and the President. Dixon said it’s also on the website. Crystal mentioned that we received SACS letters this week.

IV. SharePoint Presenter: Brenda Rogers

- Jay asked Brenda to give a brief overview of SharePoint. She explained that it is the website building tool for collaboration; everyone will have access to it.
- Brenda enjoyed the class but said we have a lot of planning to do before putting SharePoint out for everyone to view all the documents. This feature will be replacing email and interoffice mail, which Brenda believes will be very useful.
- Crystal said the 5th year report will be placed on a common drive, but we need a systemic plan. Erica said she has researched strategic plans on the web, and there are plenty to choose from, so we don’t have to “reinvent the wheel.”
- Jay gathered from everyone’s discussion that we need to set up an ad hoc committee to put this plan together. Dixon said this should probably come from the IT department, and then they could delegate responsibilities to others. Rick agreed that once IT gets into the process, they will know more.
- Brenda said we need to know what our needs are, for example, the Registrar’s office will have different needs than Human Resources. Maybe we need to create a survey because a lot of people do not know what SharePoint is.
- Jay made a recommendation to delegate this task to the IT Workgroup Committee. Brenda gave a motion, and Rick seconded.

V. Writing Teams Presenter: Jay Sullivan

- Jay and Rebecca have met with most of the committees to discuss writing teams for the 5th year report. There are just a few left to meet with, Staff Credentials and Writing Across the Curriculum to name two.
- The 5th year report is due September 2014. The SACS Leadership Committee will review the documents next spring and summer.
- Jay will provide Brenda with a list of chairs and vice chairs after meeting with each committee so she can give them access to the SACS documents.
- No further business to discuss. Jay adjourned the meeting at 9:45 a.m.

Other Information

Next Meeting: Wednesday, January 15, 2014 at 9:00 a.m. in the building 1 conference room