

(March 27, 2013)

(8:30 a.m.)

# SACS Leadership Committee

(Building 9 Conference Room)

**Chair:** Jay Sullivan

**Vice-chair:** Dixon Boyles

**Secretary:** Jon Elmore

**Members Attending:** Brenda Rogers, Jennie Singleton, Erica Schatz, and Jay Sullivan, Crystal P. Ange

**Members Absent:** John Elmore

## *Minutes from Meeting 3.27.13)*

### Agenda Item

#### I. Welcome

**Presenter:** Jay Sullivan

- Discussion Item: None
  
- Action Taken or Recommendation: None

#### II. Approve Minutes

**Presenter:** Jay Sullivan

- Discussion Item: The committee reviewed minutes from 3-6-13.
  
- Action Taken or Recommendation: Erica Schatz moved to approve minutes with revisions. Jennie Singleton seconded the motion.

#### III. Training for committee chairs update

**Presenter:** Crystal P. Ange

- Discussion Item: Crystal Ange has met with David Crosby. Jay Sullivan attended. This is the last committee chair that needed to be met with.
  
- Action Taken or Recommendation: None

#### IV. Training for course assessment data update

**Presenter:** Jay Sullivan

- Discussion Item: Dr. Sullivan indicated a list of courses the committee decided to assess at the last meeting. He has met with instructors on several of the courses and reviewed the template. (See the attached handout).
  
- Action Taken or Recommendation: None

## **V. Sharepoint training update**

**Presenter: Brenda Rogers**

- Discussion Item: Ms. Rogers is taking 28 hours of preclass prior to a poweruser class. This power user class is April 11-12. Ms. Rogers is teaching herself sharepoint administrator roles. After her training she will train the endusers. She has turned versioning on and will now track changes to keep up with old documents. This will require the endusers to use document checkout.
- Action Taken or Recommendation: None

## **VI. Sharepoint**

**Presenter: Brenda Rogers/All**

- Discussion Item: Jay Sullivan is archiving the template for assessment/course outcomes. Crystal Ange suggested Dr. Sullivan develop a schematic/process to illustrate document flow from faculty/staff to sharepoint.
- Action Taken or Recommendation: None

## **VII. Other items**

**Presenter: All**

- Discussion Item: Each division will begin the process of determining which classes we will add to the data collection process for fall 2013. The ultimate goal is to work to a model where all courses are doing this. This is to evaluate instruction not a performance tool. Jay S. indicated there will be a trip to Craven or Pitt Community College in the near future to discuss their 5 year review.
- Action Taken or Recommendation: None

VIII. Next Meeting is april 17, 2013 at 8:30 a.m. in the B-1 conference room.

Meeting adjourned 9:12 a.m.

Respectfully submitted: Crystal P. Ange