

(April 17th, 2013)

(8:30)

SACS Leadership Committee

(Building 1 Conference Room)

Chair: Jay Sullivan

Vice-chair: Dixon Boyles

Secretary: Jon Elmore

Members Attending: Brenda Rogers, Jennie Singleton, Erica Schatz, Crystal Ange, Ben Morris, Penny Sermons (visiting), and Kim Mullis (visiting)

Members Absent: Dixon Boyles

Minutes from Meeting (4.17.13)

Agenda Item

I. Welcome

Presenter: Jay Sullivan

- Discussion Item: None

- Action Taken or Recommendation: None

II. Planning Process Recommendations

Presenter: Kim Mullis and Penny Sermons

- Discussion Item: Mrs. Mullis and Mrs. Sermons presented the Planning Council's schema for achieving and documenting the college's 5-year plan. Additionally they presented how the Council will meet standards 2.4, 3.1,3.11.3, and 4.1.

- Action Taken or Recommendation: Dr. Ange moved to approve plans with minor revisions. Ms. Schatz seconded the motion.

III. Recommendation from Distance Learning Committee

Presenter: Penny Sermons

- Discussion Item: Mrs. Sermons presented changes to the Privacy Statement and the Student Complaint Form. She also suggested all student use the same Complaint Form. Also brought up the committee's concerns over using the last six digits of students' SS#s as their identification numbers on campus. After some discussion, the committee that the use of SS#s needs to be discontinued and an alternative would be explored.

- Action Taken or Recommendation: Ms. Schatz moved to approve both the Privacy Statement and the Student Complaint Form. Dr. Ange seconded the motion.

IV. Approve Minutes from 3.27.13.

Presenter: Jay Sullivan

- Discussion Item: Minor revisions were discussed.

- Action Taken or Recommendation: Dr. Elmore moved to approve the minutes with revisions. Dr. Ange seconded the motion.

V. Sharepoint Training Update

Presenter: Brenda Rogers

- Discussion Item: Ms. Rogers brought the committee up to date with the training she has undertaken with Sharepoint. She indicated that there was still training to be done and that all committees currently generating narratives should hold those until further notice.

- Action Taken or Recommendation: None

VI. QEP Update

Presenter: Jon Elmore

- Discussion Item: Dr. Elmore brought the committee up to date on the progress of the QEP. He indicated that the QEP was well on its way to successful completion but needed some additional resources to be concluded. He explained that he had been working closely with Dr. Ange to obtain those resources; however those resources were still in question.

- Action Taken or Recommendation: None

VII. Writing Teams Discussion

Presenter: Jay Sullivan

- Discussion Item: The committee discussed forming writing teams for the compliance report out of the individual committees

- Action Taken: None

Other Information

Next Meeting: (5.8.13 at 8:30) In the conference room of building 1