

Wednesday, October 22, 2014

SACSCOC Leadership Committee

1:00 p.m.

Building 10 Board Room

Chair: Jay Sullivan

Vice Chair: Rick Anderson

Secretary: Rebecca Adams

Members Attending: Ben Morris, Phylcia Bridgers, Crystal Ange, Charles Gullette, Justin Rose, Michele Mayo

Members

Absent: Rick Anderson, Erica Schatz, Brenda Rogers, Jennie Singleton

Minutes from Meeting (10/22/14)

I. Approve minutes **Presenter: Jay Sullivan**

- Jay entertained a motion to approve the 9/10/14 minutes. Ben made a motion, and Michele seconded. Minutes were approved.

II. Updates from SACSCOC **Presenter: Crystal Ange**

- We recently submitted a notification to SACSCOC that NERSBA (Northeast Regional School of Biotechnology and Agriscience) has temporarily moved from Roper to Jamesville, which places them in the Martin Community College service area. We have an ISA (instructional service agreement) with Martin, in which they receive 50 percent of funds brought in by students and we receive the other 50 percent. Our students complete the Associate in Arts or Associate in Science degrees at NERSBA. Because this was a physical move of a site location, we had to notify SACSCOC.

III. Writing Style Guidelines **Presenter: Rebecca Adams**

- A brief summary of the Writing Style Guidelines was presented, which is located on our Handbooks/Manuals webpage. These guidelines are standards that faculty and staff are to follow when composing documents. Although some exceptions apply, following these guidelines ensures consistency.
- Crystal noted that it is very important to have these guidelines in place for our students. She gave the example of all nursing student acceptance letters having the same format in case one student returned a letter with questions. She also gave the example of various people across campus submitting documents for the 5th year report. It was nice to have these guidelines in place so that everyone

followed the same format. This made it easier when all the documents were pulled together. Jay emailed this report to the committee for viewing.

- Each year the committee will review the Writing Style Guidelines.

IV. Substantive Change Handbook Presenter: Crystal Ange

- For programs that have been implemented, SACSCOC requires a substantive change handbook, which is located on our forms webpage as the Curriculum Change Packet. Everyone was encouraged to review it. If we're going to add or stop a program, change its percentage offering, or move its location, we must notify SACSCOC. NCCCS can approve the change, but SACSCOC is our accrediting agency.
- We must be prepared to answer all questions from SACSCOC, sometimes three to six months in advance. For our agribusiness technology program, we had to submit a prospectus (business plan), outline how we planned to fund the program, and provide credentials of the faculty member we were going to hire, just to name a few.

V. Annual Report Out Presenter: Jay Sullivan

- Every spring semester all committees tied to SACSCOC standards report to the SACSCOC Leadership Committee with what they've accomplished during the year. This helps us monitor work flow and determine if anything needs to be addressed that might affect our accreditation.

VI. Committee Training Presenter: Jay Sullivan

- Each committee needs to receive adequate training on SACSCOC. Chairs and vice chairs will meet soon for this purpose.

VII. Tasks for the Upcoming Year Presenter: Jay Sullivan

The following items were given as tasks and assignments for the SACSCOC Leadership Committee in the upcoming year:

Review/Revise Writing Style Guidelines:

Michele Mayo, Rebecca Adams, Jennie Singleton, and Erica Schatz

Review/Revise Substantive Change Handbook

Crystal Ange, Ben Morris, Phylicia Bridgers, and Brenda Rogers

Design/Review Annual Reporting Process

Justin Rose, Charles Gullette, Rick Anderson, and Jay Sullivan

Committee Training

1. Overview – Charles Gullette and Jay Sullivan
2. Committee Organization – Justin Rose and Jennie Singleton
3. SACSCOC Timeline – Phylcia Bridgers and Arts/Sciences Dean
4. Core Requirements – Crystal Ange and Arts/Sciences Dean
5. Comprehensive Standards – Ben Morris and Brenda Rogers
6. Federal Requirements – Michele Mayo and Rick Anderson
7. Documentation – Rebecca Adams and Erica Schatz

Other Information

Next Meeting: Wednesday, November 12, 2014 at 1 p.m. (B1CR tentative)