

Wednesday, April 16, 2014

SACSCOC Leadership Committee

9:00 a.m.

Conference Room, Building 1

Chair: Jay Sullivan

Vice Chair: Rick Anderson

Secretary: Rebecca Adams

Members Attending: Crystal Ange, Dixon Boyles, Erica Schatz, Ben Morris, Karen Eckert

Members Absent: Brenda Rogers, Jennie Singleton

Guests: Lou Stout, Daniel Wilson

Minutes from Meeting (4/16/14)

I. Approve 3/26/14 Minutes

Presenter: Jay Sullivan

- One correction was to eliminate the last sentence under Item II. After no other corrections were mentioned, Jay asked for a motion of approval. Dixon made a motion, and Ben seconded. Minutes were approved.

II. Review of 2.10

Presenter: All

- Lou attended to obtain feedback on the 2.10 narrative the Mission Review Committee submitted. The following was noted, in which Lou will make corrections and send back:
 - If we link to our website or another website, we need to be sure the information is accurate or provide the document on a media device.
 - What is in place at the time of the report is what needs to be included in the report.
 - Verify the Special Populations Coordinator title.
 - After mention of Computerized Placement Testing (CPT), remove the word "mandatory."
 - The academic piece is covered well. On pages 4-5, do we need to mention distance education counseling? Jay recommended Lou contact Kim (Jackson), Penny (Sermons), and Rick.
 - Reword the statement at the top of page 5. Remove the word "All," and say, "BCCC students may utilize all services."

III. Review of 4.6

Presenter: All

- Daniel attended to obtain feedback on the 4.6 narrative the Marketing/PR/Recruitment Committee submitted. The following was noted, in which Daniel will make corrections and send back:
 - At the mention of the word “student,” change to “recruitment,” for example, under item 2, second paragraph, and first sentence. Also, the word “in” is mentioned twice in this sentence.
 - In the same paragraph mentioned above and next to last sentence, add “Marketing/PR/Recruitment Committee” after Admissions Office staff. In the last sentence, change to “The College catalog is updated as changes occur.”
 - At the bottom of the first page, change to “The College publishes class schedules on the website.”

IV. Substantive Change Manual

Presenter: Crystal Ange

- The Manual was shared with the Committee. If processes or procedures change, the Committee needs to communicate this with the Curriculum Committee. The Manual was due 4/15/14 and is expected to be received within a few days.

V. Template for Committee Reports

Presenter: All

- A few Committee members have questioned if there is a format or template they are to follow for the reports. The following was decided:
 - What worked?
 - What didn't work?
 - What do you need to do differently?
 - Do you have adequate and appropriate representation from all parts of campus on your Committee?
 - Does your purpose/charter need to change?
 - A written report should be no more than three pages and follow the Writing Style Guidelines.
 - Prepare for a ten minute report and time for questions.
- Rebecca will send out a final schedule once all Committees have responded.

Other Information

Next Meetings: Committee Reports:

Tuesday, April 29, 2014 Building 10 Room 1031

Wednesday, April 30, 2014 Building 10 Board Room
(Scheduled 8-5 both days with a 1 hour break)