

Tuesday, June 30, 2015

SACSCOC Leadership Committee

12:30 p.m.

Building 1 Conference Room

Chair: Jay Sullivan

Vice Chair: Rick Anderson

Secretary: Rebecca Adams

Members Ben Morris, Lisa Hill, Jennie Singleton, Crystal Ange, Erica Caracoglia,

Attending: Justin Rose

Members Rick Anderson, Brenda Rogers, Phylicia Bridgers

Absent:

I. Minutes **Presenter: Jay Sullivan**

- Jay entertained a motion to approve the last meeting minutes. Ben made a motion, and Justin seconded. With all in favor, minutes were approved.

II. Substantive Change Items **Presenter: Jay Sullivan**

- Each of the deans reported that there are no substantive change items at this point.

III. Remaining Action Items **Presenter: Jay Sullivan**

- The Writing Style Guidelines are to be reviewed and revised by Rebecca, Jennie, and Erica. All reported that this is still ongoing, and the group plans to contact Joan Robson again to help with the review.
- The subcommittees are to be working on the GAP analysis due August 7.
- Jay asked that any tasks fully completed be check marked on the SharePoint site.

IV. SACSCOC Committee Report **Presenter: Jay Sullivan**

- The committee reviewed the report on the SharePoint site that was completed at the last meeting. The committee added one new purpose that was approved by senior staff 6/30/15. The committee also added the following members: QEP chairperson (Laurie Evans), Human Resources representative (Morgan Bland), Business Office representative (Purchasing Coordinator replacement), and Counselor (Shelby Phillips). All were approved by senior staff 6/30/15.

V. New Business

Presenter: Jay Sullivan

- A motion was entertained that the meeting schedule for next year be as follows: the first and third Tuesday of each month at 1 p.m. Erica made a motion, Ben seconded, and with all in favor, the motion passed.
- The SACSCOC training that all committee officers attended last year will be done again this year but will be mandatory for everyone. The following dates were approved with all in favor: September 15 at 1 p.m. and September 21 at 3 p.m.

VI. Tasks for Upcoming Year

Presenter: Jay Sullivan

- Training schedule for SACSCOC Leadership Committee (ongoing professional development that we as a committee will participate in and become local content experts; create schedule and identify topics): Crystal, Erica, Ben, and Lisa
- Develop a visual guide related to accreditation (how does my committee work impact the work of the College and accreditation?): Justin, Laurie, Jay, and Shelby
- Audit gap analysis (each member will visit with at least two committees and address their standards, after which we will audit different standards than originally assigned).
- Overall training for employees (what we did last year, update the agenda and PowerPoint, and bring to the committee for discussion): Rebecca, Rick, Phylcia, Morgan, and Business Office Representative.
- Specific training for committee officers: SACSCOC Leadership Committee
- Timeline (write measurable objectives, how do we measure them, conclusion, and next steps): Jay, Crystal, Rick, and Rebecca

Other Information

Next Meeting: July 21, 2015 at 1 p.m. in the building 9 conference room