

Tuesday, July 1, 2014

## SACSCOC Leadership Committee

3:00 p.m.

Conference Room, Building 1

**Chair:** Jay Sullivan

**Vice Chair:** Rick Anderson

**Secretary:** Rebecca Adams

**Members Attending:** Ben Morris, Dixon Boyles, Brenda Rogers, Jennie Singleton

**Members Absent:**

Crystal Ange, Erica Schatz, Karen Eckert

**Absent:**

### *Minutes from Meeting (7/1/14)*

**I. Approve 4/16/14 Minutes** **Presenter: Jay Sullivan**

- Dixon made a motion to approve the minutes as presented, and Rick seconded. Minutes were approved.

**II. Review of 3.4.11 Narrative** **Presenter: All**

- This narrative was written by Sara Singleton from Program Review Committee. The following corrections were noted:
  - In the first paragraph and last sentence, change “their” to “the.”
  - Change Dean of Allied Health to Dean of Allied Health and Professional Services. Also correct this title on the organizational chart.
  - Include the Health and Fitness Associate in Applied Science program.
  - Speech Language Pathology, School Age Education, Drafting & Design, and Accounting have been terminated and need to be removed from the narrative and organizational chart.
  - Program areas need to be capitalized throughout.
  - Agribusiness Technology needs to be added on the organizational chart branch next to A.G.E.
  - In the second paragraph, which discusses the Dean of Arts & Sciences overseeing various programs, change the word programs to units.
  - In the Job Description attachment, change Division Chairperson to Dean throughout.
- Dixon has not heard from the agribusiness prospectus but knows it has been received and is in the review process.

### **III. Review of 4.9 Narrative**

**Presenter: All**

- This narrative, which is new this year, was written by Ben Morris with the Curriculum Committee. The following corrections were noted:
  - In the first sentence, change “PCC” to “BCCC.”
  - Remove one of the periods at the end of (e).
  - In the last sentence of the narrative, make BCCC Catalog a hyperlink as done previously. In the same paragraph, make the code (NCAC01A. 0101) a link.
  - Correct the page numbers.
- Jay noted that the NCCCS website is undergoing major changes. Therefore, in our final review, we need to carefully review links that go to the system office website to be sure they are pointing to the correct place.
- He also noted that Durham’s report refers to the SACSCOC Credit Hour Policy and asked the Committee if this policy should be referred to in the narrative. It was agreed to insert this after (e) either as a topic sentence or footnote.

### **IV. Review of 4.4 Narrative**

**Presenter: All**

- This narrative was also written by Ben Morris with the Curriculum Committee. The following corrections were noted:
  - Associate in Arts and Associate in Science have 60-61 credit hours rather than 65-76.
  - It was suggested not to list program length for every program offered but to refer to the Catalog.
  - Remove the comma after BCCC Catalog in the table.
- Dixon believes Agribusiness Technology is 68 credit hours, so it fits the description of 65-76.
- Jay noted that the College Catalog went into effect today, which now links to individual sections rather than the entire document.
- Crystal is working on the 2.8 narrative. Jay is working on the 3.3.1.1 narrative. We also have 4.8 (Program Review) and Financial Aid audit narratives.
- Jay would like a draft of the final compliance and QEP report to present to the Board of Trustees at their next meeting in August for them to review subject to minor revision before submission.

### ***Other Information***

**Next Meeting:** Tuesday, July 15, 2014 at 2 p.m. Building 1 Conference Room