

Tuesday, July 29, 2014

## SACSCOC Leadership Committee

2:00 p.m.

Building 1 Conference Room

**Chair:** Jay Sullivan

**Vice Chair:** Rick Anderson

**Secretary:** Rebecca Adams

### Members

**Attending:** Ben Morris, Dixon Boyles, Brenda Rogers, Crystal Ange, Erica Schatz

### Members

**Absent:** Rick Anderson, Jennie Singleton

### *Minutes from Meeting (7/29/14)*

**I. Approve 7/15/14 Minutes** **Presenter: Jay Sullivan**

- Two corrections were noted. After these were made, Ben moved to approve the minutes, and Dixon seconded. Minutes were approved.
- It was stated in the last meeting minutes that a rough draft of the 5<sup>th</sup> year report would be presented to the board of trustees at their August 5 meeting; however, we are holding off on doing this until we have a final, cleaner version.

**II. Notifications** **Presenter: Crystal Ange**

- The agribusiness technology program has been approved.
- It was recommended to send a letter that we are terminating the Community Spanish Facilitator Certificate. If we receive calls regarding this program, the caller is notified that no students are currently enrolled in the program. Crystal will notify NCCCS so we can put the information in a letter to SACSCOC.

**III. Review of 4.1** **Presenter: All**

- Erica suggested we include job placement data because it is used in the Allied Health program.
- NC Tower has a new website with employment outcomes by school and program. Jay will ask Sara to pull information from the last couple of years to discuss these employment outcomes in the narrative.

- We decided it is best to convert the linked pages into PDFs so we have a snapshot of the information. This way we're not linking out to a website that could change, and our reviewers will be able to easily access the information they need.
- Minor grammatical corrections were noted; Rebecca will send these to Sara.

**IV. Review of 3.4.3**

**Presenter: All**

- Academics and policies that affect admissions need to be referenced.
- We need to embed what is in the table into the narrative to make it easier for the reviewers.
- State authorization also needs to be included. Penny Sermons has information regarding out of state students. Rick is a good resource for the behavioral and undocumented components that need to be included in the narrative.
- Minor grammatical corrections were noted; Rebecca will send these to Daniel.

**V. Next Meeting**

**Presenter: Jay Sullivan**

- At our next meeting, we need to review a few more standards including the institutional summary.

***Other Information***

**Next Meeting:** Tuesday, August 5, 2014 at 2 p.m. Building 1 Conference Room