

ADMINISTRATIVE COUNCIL MEETING MINUTES
September 24, 2012
Monday, 3:00 p.m.

MEMBERS PRESENT

Crystal Ange
Jay Sullivan
Wesley Beddard
Phillip Price
Chet Jarman
Sandy McFadden
Jay Anders
Trina Cobb, SGA

MEMBERS ABSENT

Barbara Tansey, President

The Administrative Council met at 3:00 p.m. on Tuesday, September 24, 2012, in the Conference Room of Bldg. 1. Dr. Ange welcomed Mrs. Trina Cobb, SGA President. Crystal Ange called the meeting to order and welcomed and addressed the agenda items as follows:

I. Approval of Administrative Council Meeting on September 24, 2012

The September 4, 2012 minutes were distributed to all Administrative Council members prior to the meeting. Dr. Ange called for corrections or a motion to approve. Chet Jarman made a motion to approve the minutes as presented. Phillip Price seconded the motion. The motion was approved with an all ayes vote. (See regular session minutes on the Internet under the appropriate Committees and Minutes link.)

II. Old Business

- a. Mr. Jay Anders had question regarding the Curriculum Certificates from last meeting. In order to be eligible to receive a curriculum certificate a student must complete all prescribed courses for the curriculum. Mr. Wesley Beddard stated that there is a curriculum for the certificate and curriculum for the diploma. Mr. Anders inquired - shouldn't it say all prescribed courses for the certificate. Dr. Ange referenced the minutes from last meeting there were no questions and it was approved and presented. Mr. Beddard stated for any type of credential from here each one has its own curriculum.
- b. Mrs. Sandy McFadden had a question about the evaluation committee and the student appeals committee. This year the committees were appointed by senior staff. Dr. Ange stated that senior staff will need to revisit the wording on the Student Services committee structure - Need to get clarification on Student Appeals should this be "appointed by" president of staff association.

III. New Business

1. Approval of Grade Forgiveness Policy

Dr. Ange noted the request of policy is coming from faculty and students wanting to have grades changed. Mr. Beddard stated that a committee mentioned to him about SuccessNC last year. He noted, the grades don't disappear, the GPA is recalculated. It won't affect the transcript here it will change the GPA for the student. Mr. Wesley Beddard made the motion to approve the Grade Forgiveness Policy as presented. Dr. Jay Sullivan seconded the motion. The motion passed with an all ayes vote. Jennie Singleton will email the approved policy to Terri Bergevin to add to the college catalog and Tricia Woolard to post on the web.

Beaufort County Community College

Academic Forgiveness

A student who has not been enrolled in curriculum courses at Beaufort County Community College for 60 consecutive months may request the registrar to reevaluate his or her academic record. Under this policy, the student may request that his or her previous grade(s) of "F" not be used in calculating the GPA.

Prior to the reevaluation:

- the student must be readmitted to the College,
- register for courses, and
- complete at least 12 credit hours of course work with a minimum quality point average of 2.0.

At the request of the student, the registrar will reevaluate his or her cumulative quality point average as provided above. A reevaluation is provided only once for each student.

Grades that are included in academic forgiveness are not exempt from academic progress relating to Financial Aid and VA educational benefits. *Approved by Administrative Council on September 24, 2012*

2. Approval of Instructor Course Evaluation

Dr. Sullivan stated that we have several evaluation instruments here on campus. One of those instruments is Instructor and Course Evaluation by Students that would normally be reviewed by the Evaluation Systems Committee. He asked that Admin Council adopt the form from last year and stated that the form has only minor modifications which are items 13 and 14. He noted we've had some technical issues with how these forms are actually scanned and if we wait for the Evaluation Systems Committee to make these changes it is not going to be possible. Mr. Beddard noted one change - change the date at the top of the form to 2012-2013. Mr.

Wesley Beddard made the motion to approve the Instructor Course Evaluation by Students with the noted date correction. Mrs. Sandy McFadden seconded the motion. The motion passed with an all ayes vote.

3. Loading Zones

After last administrative council meeting we sent an email to senior staff asking if they could think of any buildings that were in need of loading zones. The buildings that responded to the need were Buildings 9, 5, and 1. Signs will be ordered and put on display for loading zones. Dr. Price has discussed the issues with maintenance about the Building 9 loading zone.

4. Other Items

a. Spelling Bee

- i. The participants from staff are Judy Jennette and Dorothy Jordan.
The participants from faculty are Cynthia King and Angela Boyd.
Dr. Price will send a check for the registration fee.

b. Wesley Beddard said Monday the auditor is on campus and will be holding an audit workshop at 1:30 p.m. in the auditorium of Building 8.

c. Sandy McFadden stated that the Staff and Faculty nomination awards packets are due soon. Staff is due by October 15 and Faculty is due by this Friday.

Next Meeting is October 31, 2012 at 3:00-Conference Room, Building 1 – *since the last meeting the time has been changed to 4:00 p.m.*