

SACS Leadership Team Meeting
Thursday, November 13, 2008
10:00 a.m.

Present: Dr. C. Mojock, Ms. Jane Miller, Mr. Dick Scott, Dr. Barbara Howard, Dr. Carolyn Meyer, Ms. Denise English, Dr. Gary Sligh, Ms. Jacklyn Pierce

Dr. Mojock welcomed everyone. Dr. Meyer distributed the minutes from the meeting held on October 3. They were approved as presented.

I. Report from Committee Chairs.

IE/Compliance Committee

Denise English reported that the committee is processing questions and working to get them resolved. Denise is keeping a log of the questions and documenting everything. She will be putting information into the Compliance Assist Program as soon as training can be scheduled. There were questions about getting access to Compliance Assist.

The work on the basic web site for SACS has been started and Denise will update. She has things well in hand. Dr. Mojock suggested that the Board be shown how to access the link at the November 18th board meeting. Mr. Scott will handle logistics.

QEP Committee

Before Dr. Sligh addressed the QEP Committee progress, he wanted to share some concerns about the compliance of faculty credentials. He reported that there was no electronic structure in place at this time to share this information but the course template is ready. The challenge is that we do not have a place where the SACS team can look at credentials. Human Resources is working on scanning the supporting documents and hopefully, faculty will be loaded first into Banner or Compliance Assist.

Another area of concern with compliance is Student Learning Outcomes. Dr. Sligh feels that with the eLumen training last week and Jane Scott coming on board that things will come together. The Core Principles group rubrics are not ready to put into Compliance Assist even though most of the work has been done. Dr. Sligh said the group has worked hard trying to determine learning outcomes for the seven Core Principles.

Program level – the three deans have the worksheets done. The timeline is end of spring term and the student learning outcomes and rubrics of everything they want to cover are ready.

Course level – five courses will be updated and the rubrics that are already in place will be used. Some courses will be assessed at the end of this year.

Dr. Sligh has a structure of student learning outcomes and a time line. Ms. Miller has some concerns about Student Affairs entering data into eLumen. SACS is not clear on how learning outcomes should be handled by departments in areas such as student affairs. Dr. Meyer noted that there are at least two concurrent sessions at the SACS Annual meeting covering this. SACS visiting team will focus on the planning process and how it is documented. There is a concern that there is no time line in place for service areas and there was discussion about when that should/would happen.

Dr. Sligh then gave his update on the QEP Committee. The teams (2 in each) are out gathering information. All stakeholders are being asked to give suggestions as to what project will best contribute to student learning. The teams are to report at the end of each week. The committee will narrow down the list and put it in order of choices. Process is going well and the people are engaged.

II. SACS Orientation Session – January 26, 2009

- a. Registration form. There is a hard limit of five within the college who can attend this orientation session. Dr. Mojock, Dr. Howard, Mr. Scott, and Dr. Meyer will attend. There was discussion about who the fifth person should be. It was determined since there was no representation from Student Affairs and the other members of the Leadership Team are attending the SACS Annual Meeting, Ms. Miller should go. Linda will send travel information out to folks and once it is decided who will drive and who will fly, she will make arrangements.
- b. Summary form. Dr. Meyer went over the form and there was discussion about what should be entered in certain areas. She reported that it will be another month or so before the form has to be sent in but Dr. Meyer requested help from the group in completing this form.

III. SACS Reaffirmation of Accreditation Time Line

- a. Timeline for Track A institutions. It was suggested that Denise update the timeline on the website. It was the consensus that there would be no trouble in meeting the timeline.
- b. LSCC detailed timeline. This timeline will be placed on the website. Friday Facts will also have updated information about our standings with the timeline

IV. Consultant for QEP/Compliance

Dr. Jared Graber has been contacted to help our two Committees. He is a project manager for institutions preparing for SACS and everyone agreed that he is a great source of information. There was discussion as to how much to use his services and it was agreed that his expertise was needed primarily for the QEP and learning outcomes. . A budget needs to be set and it was suggested that we use SPD for SACS expenses. Dr. Sligh will follow up with paperwork for Dr. Graber.

V. SACS Annual meeting

Dr. Mojock, Dr. Howard, Dr. Sligh, Ms. English and Ms. Pierce will be attending the SACS Annual meeting December 6 – 9, 2009 in San Antonio, Texas. Dr. Meyer went through the concurrent sessions and suggested the ones she felt would be good for LSCC to attend. The group will decide among themselves who will attend what sessions and thanked Dr. Meyer for highlighting it for them.

VI. Other

There was a discussion about the next meeting. Linda will send out some suggested times after the Thanksgiving Holiday.

Meeting adjourned at 12:00 noon.

