

SACS LEADERSHIP TEAM MEETING

February 24, 2009

11:00 a.m.

Present: Dr. Mojock, Denise English, Dr. Howard, Dr. Meyer, Ms. Miller, Jackie Pierce, Dr. Sligh, Mr. Scott

Dr. Mojock welcomed everyone. The minutes from the February 11th meeting were distributed. Dr. Mojock asked the members to verify if notes made about the certification forms were correct as written. There was some discussion about a couple of them. Mr. Scott called our attorney about 3.2.5 and asked her to confer with Valencia Community College and draft a response. After a change was made to the date of the minutes, they were approved as submitted and ready to be posted.

There was some additional discussion about the SACS Orientation meeting held on January 26 in Atlanta. Mr. Scott mentioned that we wanted to make sure we were in a proper cycle for our audits because the SACS team will want the most recent audit. At that meeting, there was discussion among the four community colleges from our area that will be having SACS visits to write a letter to the Auditor General requesting to be placed on a schedule that will have our audits done first.

Dr. Meyer mentioned there will be new information coming in from SACS – they are rewriting their guidelines on transfer in students and distance learning. In addition, LSCC will be in the eight core requirements/comprehensive standards have been added to the seven federal requirements for review by the on site team. Dr. Mojock asked Dr. Meyer to identify those and get them to the committee members. There was a concern that the offsite team will not be able to get in touch with the committee and ask questions or make clarifications. If our responses to the requirements and standards are not complete, we will receive a noncompliance. We will be notified of the noncompliances and have the opportunity to submit a focused report addressing each one before the on-site team arrives..

Dr. Mojock called on the Committee Chairs. Dr. Sligh brought the committee up to date on the QEP. The topics have been narrowed down – there are now six. There are one line slogans for each of them. After spring break, Dr. Sligh will get everyone involved to vote on preference. The SGA will be involved and will be good advocates. He stated they are on schedule and after they get the feedback from the surveys, etc. the committee will get back together to decide on a recommendation for the one topic.

Dr. Sligh also reported on Student Learning Outcomes with Jane Scott being close to putting the various levels into eLumen. The off site team-will not have access to -eLumen so we will have to put the information into pdf format. Dr. Sligh is collecting reports of results of the assessments of the learning outcomes and will run them through his Teaching and Learning committee minutes and can refer the team to that site.

Ms. English gave a report on Compliance and Compliance Assist. There are a lot of narratives coming in but many are very incomplete. She reported that some committee members are

frustrated that they have to do these narratives on top of their regular work load. Ms. English stated that she feels that everyone will meet the timeline. There was much discussion about the narrative and the frustration that the committee members are feeling.

Work is continuing on the College web site and there were some suggestions on how to improve it to make it more user friendly. Margie Nichols and Jeremy Norton co-chair the web sub-committee. Debra Seaman will also be working on this sub-committee and Mr. Scott suggested that we keep some tabs on this so Debra will not become overloaded.

There was discussion about communication and celebration. There was a suggestion made to have a general meeting to update everyone on the SACS process and possibly serve refreshments to encourage more participation. Dr. Mojock also suggested a gathering for the folks on the committees who have been toiling with the compliance certifications and provide lunch for them. This would also be a good time for the committees to share with each other what is being done. The dates of March 20 or March 27 were suggested. Dr. Mojock asked the Leadership Team to check their calendars prior to announcing this date.

There was discussion on providing a different style of communication to garner interest in the SACS process. Suggestions included a web blog, streaming videos, trivia games, or an activity with a QEP idea attached. There were also suggestions and discussion about marketing the QEP which included recruiting an advocate for each QEP topic. Faculty and administrators are the primary target but everyone on campus needs to have some understanding. There was much discussion on how to engage the campus's attention...but start with the QEP. It was suggested that Volunteers be recruited before Spring Break.

Ms. English and Dr. Meyer will work with whoever is going to help with editing our compliance material to set up a Style Guide but for this first review of compliance, the priority is determining whether or not we are in compliance.

Following is the discussion on the Compliance Certifications using Dr. Meyer's notes as a guide.

CR 2.3 – The names of the Board Chair and Vice Chair were added and the Board minutes from July when they were elected need to be cited. Dr. Meyer will make the changes and add the list of additional documentation that was recommended in the SACS Resource Manual.

CR 2.7.3 – A notation that Humanities includes Fine Arts was added; that general education courses required for AS and AAS are from the same general education core as those for the AA degree; that transfer in courses are accepted in accordance with our general acceptance of credit rules. Also add links to documents. Dr. Meyer will make these changes and will also rearrange the order of the items on page 2 as recommended by the Team. For later consideration, the Resource Manual suggested that we add something about how the general education courses were selected (based on state requirements) and a chart listing each degree program and courses fulfilling each of the three general education areas required by SACS.

CR 2.11.1 – Dick Scott will check about what to do with the second item in the SACS statement and will paraphrase the audit recommendations. He will also rewrite the paragraph about benchmarks set by the Legislature. Dr. Meyer will change the wording where suggested concerning the Planning Council and add in the documentation area the Board Minutes and Planning Council Minutes dealing with finances. Dr. Meyer will forward the changed document to Dick Scott for him to work on. Later on, we will have to add links to all the financial documents that are mentioned.

CS 3.1.1 – James Cason is to make the changes on this one. The Team recommended rearranging the sections as listed in the SACS statement and with subheadings. Some statement of how we know the mission statement “clearly and comprehensively defines how the college serves its community, etc.” should be added as well. It was also noted that the previous mission statements could just be links rather than cited in the text. Note also that we will take the mission statement to the Board in March to approve the change from “academic skills” to “Information fluency” and add in that we offer associate degrees.

CS 3.2.2 – This has to be moved to Partial Compliance until we have a Memorandum of Understanding between the Foundation and the College, and some mention of our liability as well. We should also add information about auxiliary services such as the bookstore, vending, VIP, etc. and how contracts are evaluated. Dr. Meyer will forward this one to Dick Scott.

CS 3.2.8 – This one was accepted with a request to add a reference in the third paragraph to the Hiring Procedure and to ask Tim Kane to review the chart of administrators, in particular those who have been in their positions longer than indicated but have had a title change. Dr. Meyer will get in touch with Mr. Kane on this.

CS 3.2.14 – This needs the addition of our definition of intellectual property and who owns it. We also have to describe how our rules and procedures covering this area are disseminated to faculty, staff and students, and how issues/disputes are resolved. We also are waiting for completion and approval of Board rules 2.11, 2.21, and 4.06. Dr. Meyer will forward this one on to Dick Scott.

CS 3.4.4 – We have to elaborate how we developed our policy on acceptance of credit and how we evaluate it. In the section on Non-regionally accredited institutions, we need to state what our specific steps are rather than just refer to “state guidelines.” We should make a statement that we do not offer experiential credit, elaborate on how we oversee articulation agreements, provide specific examples for all the areas covered under “Other Credit”, and add copies of articulation agreements to the documentation. Jane Miller stated that she would work on these and Dr. Meyer will send this back to her.

The committee will meet again after Spring break. Linda will contact you by Outlook to arrange the meeting.

Adjourned: 5:30 p.m.
Linda Holiman/Dr. Meyer

