

SACS LEADERSHIP TEAM MEETING

May 7, 2009

2:00 p.m.

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

Dr. Mojock called the meeting to order and asked if there were changes to the minutes. The minutes of April 22, 2009 were accepted as presented.

The minutes from the QEP committee had been sent out to everyone and Dr. Sligh asked how the committee would like for him to proceed. Dr. Sligh stated that the committee did a good job of laying out the background and identifying which topics were favored by the various groups. There was a lot of interest in all the topics and nos, 1 and 5 were the leading candidates. The committee felt that no. 5 met the criteria that SACS had for the QEP. Dr. Sligh stated that there was some discussion among his committee members that according to SACS, the Faculty were the ones to propel the QEP and put it together and that no. 5 lent itself to that opinion; however, there was a very strong sense that the recommendations of no. 1 ought to be considered as a part of what occurs. The Leadership Team had a lengthy discussion about the measurable outcomes and the broadening and refining of the topics. It was decided that no. 5 be the QEP topic as it has addressed some needs that have been identified both in our indicators and in Title III. No. 5 met the criteria of being strong enough to stand but narrow enough to manage and is doable and there was support from the groups who voted.

There was discussion about the duties of the new committee to be formed to carry this forward by doing the background research and refining the topic. Dr. Graber will be asked to help in this area. Since this part of the QEP is somewhat like a dissertation, Dr. Sligh suggested that whomever is chosen to chair or co-chair the new committee be someone who has gone through the dissertation process so they will know what to do.

A suggestion was made to write a charge to the group that would have specific instructions including time frame and budget. Dr. Sligh volunteered to be the resource person to guide the group. Dr. Mojock asked Dr. Sligh to proceed to look at no 5 as the starting point and start a draft with a charge to the new committee and to bring it back to the SACS Leadership Team by the next team meeting. Dr. Mojock thanked the QEP Committee for their good work.

Dr. Sligh stated that lots of information is being generated on Student Learning Outcomes – all but 2 out of the 23 program levels are in. The assessments are also coming in from the 20 or 30 classes but elumen is not quite ready to receive all of these. Dr. Sligh has done some research on how we have advanced through the years and he will share this with the rest of the Leadership Team. Dr. Meyer requested that Dr. Sligh get the work done on the SLOs to her for review within the next two weeks.

There was discussion on:

- * about making sure that the entire campus knows the big picture of SACS and how we get that information disseminated so that everyone will be on the same page.
- * process for getting specific information from the different departments so that Dr. Meyer and Ms. English can complete the compliance certifications and maintain control of the content. Dr. Meyer and Ms. English will forward “problem compliance certifications” to relevant cabinet members.
- * whether additional training is needed for those working on compliance certifications. It was emphasized that those writing the certifications were primarily responsible for providing accurate content and that Ms. English and Dr. Meyer can put that information into a final draft format.

The following Compliance Certifications were reviewed by the team.

CS3.4.2 – Continuing education/service programs – Dr. Meyer is to add a link in each area to the institutional goals, follow up on what we have to do to keep our licenses, and add a statement about how each area is evaluated. When this is done, CS 3.4.2 will be sent back to the Leadership Team.

CS3.4.6 – Practices for awarding credit - This was moved to Partial Compliance until specific curriculum guidelines are developed for determination of level at which courses are offered. When these are completed (Dr. Sligh will work on this), CS 3.4.6 will be revised to include a brief summary of this information and a link to the complete information, and sent back to the Leadership Team.

CS 3.4.10 – Responsibility for curriculum. This is to be returned to Dr. Rager to create flow charts for selection process of members of the Curriculum and Instruction committee and to separate out the functions of the Teaching and Learning and the Curriculum and Instruction Committee.

CS 3.8.2 – Accepted as is.

CS 3.8.3 – Accepted with a request for Ms. English to add a statement that a professional librarian is on site at Leesburg and available by phone to the libraries at South Lake and Sumter when there is no fully qualified librarian at those sites. This does not have to go back to Leadership Team.

CS 3.1.1 – Mission – Accepted with request to reduce the “bolded” sections to just key words and revise the wording of the third paragraph by adding that the mission statement is located in “offices and classroom buildings on all campuses.” This does not have to go back to the Leadership Team. The mission statement will be posted by fall in all of the offices and meeting areas. A suggestion was made to have pictures of our mission statement taken in different locations added as links to this CS.

There was a suggestion to use bold on the core principals, which is imbedded in our Mission Statement, when we print them for distribution. A copy of our mission statement will be handed out at Commencement and something about SACS should be included at Convocation using trivia quiz questions to get folks started thinking about SACS.

Next meeting will be May 27, 2009.

Adjourned: 4:35 p.m.
Linda Holiman/Dr. Meyer