



## Leadership Committee Meeting

### 1. Leadership Committee Meeting Minutes

Item	Description
Date	March 2, 2007
Time	9:00 A.M.
Location	Administrative Conference Room

### 2. Attendees

Role	Name
Chair	Betty McCrohan
Minute Taker	Deanna Feyen
Attendees	Pate, Dr. Ty; Pinson, Dale; Kocian, Bryce; Youngblood, Pam; Collins, Leigh Ann; Rehak, Patricia; Taylor, Dr. Wayne; Stavinoha, Natalie
Absent	Jones, Dr. Dan

### 3. Agenda

	Topic	Owner
1.	SACS – Compliance	
2.	SACS – Follow-up Items – Substantive Change	
3.	QEP	
4.	Achieving the Dream	
5.	Strategic Planning	

### 4. Information Items

	Description	Date	Participants
1.	Minutes – The minutes were approved as corrected.		
2.	SACS Compliance – Leigh Ann informed the team of a format that works for rewriting regulations. Leigh Ann suggested rewriting the regulations as you are working on the standards. In May the final revisions to the regulations will be made after every member has reviewed their standards. Pam suggested setting up a shared drive for regulation changes. All documents, regulations, and standards will be placed on the drive. Pam will be in charge of setting up the shared drive. Pam suggested saving the revised regulation document followed by your initials and the date. Betty suggested not changing a regulation that might affect another member's changes until that member was contacted and made aware of the other changes. All regulations on the intranet are in PDF format and need to be in document format to be able to make changes. Pam will find out who has the final document in the correct format and post those to the intranet. Ms. McCrohan requested a weekly report from each member on the status of their standards and any issues they have.		
3.	SACS-Follow-up Items-Substantive Change – Dr. Pate will		

	follow-up with Dr. Michael Johnson on the substantive change. Dale provided a timeline for substantive change and distance education standards. Dale is following the VCT model for substantive change. The substantive change will be submitted by November. Changes will need to be made in the catalog with a disclaimer saying dependent on SACS approval.		
4.	QEP – The QEP committee met today. They will be looking at the slogan contest rules that were developed by the development team. They are working on their budget for next year.		
5.	Achieving the Dream – Dan met with two focus groups and has one more group to meet with next week. Dan reminded everyone of the meeting Monday, March 5 <sup>th</sup> at 1:00 P.M. with Ed and Charlotte. Betty will be at a Board of Trustee forum in Santa Fe, NM with Danny Gertson, and Jack Moses on March 28 – 30, 2007.		
6.	Strategic Planning – The new form is on the intranet including the timeline. An institutional effectiveness report needs to be completed before the revised strategic plan can be completed. Betty asked for suggestions of anyone who will be a reader for the SACS compliance documents.		

## 7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Pam will create a shared drive for all regulations. All documents including regulations, standards, and applicable documents will be placed on the drive. Pam will send a memo to all members.	Pam Youngblood		
2.	Pam will find out who obtains the proper format of the regulations for posting on the intranet.	Pam Youngblood		
3.	Ms. McCrohan requested a weekly report from each member on the status of their standards and any issues they have.	All Leadership Team Members		

## 5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 11:30 A. M.			