



Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	March 9, 2007
Time	9:12 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; Jones, Dr. Dan; Rehak, Patricia; Taylor, Dr. Wayne; Stavinoha, Natalie
Absent	

3. Agenda

	Topic	Owner
1.	SACS-Compliance-Reports on Rewrites	
2.	SACS-Follow-up Items-Substantive Change	
3.	QEP	
4.	Achieving the Dream	
5.	Strategic Planning	
6.	Other Items	

4. Information Items

	Description	Date	Participants
1.	The minutes were approved as presented.		
2.	SACS-Compliance-Reports on Rewrites – Ms. McCrohan asked how everyone was progressing on their standards. Bryce has sent his to Leigh Ann and Pam will start working on hers after spring break.		
3.	SACS-Follow-up Items-Substantive Change – Ms. McCrohan asked Dr. Pate if he had heard from Dr. Johnson. Dr. Pate answered, no reply as of yet. Pam stated she has structured the shared drive on the intranet. Pam is currently trying to find out which regulation is final and has encountered some problems. Ms. McCrohan stated after reviewing SACS documents from other schools, she thinks seeing the hyperlink in the body of the text is distracting as a reader. The leadership team discussed this issue.		
4.	QEP – Pat distributed an information sheet on the QEP slogan contest. She stated the kick-off party would be at convocation.		
5.	Achieving the Dream – Dan stated that feedback from the focus groups included three main areas: tutoring, learning labs, and success courses. Dan needs feedback and suggestions from the		

	<p>team members for the grant proposal. Five major areas were identified as helping our students succeed: financial aid, testing and placement, developmental education, advising, and learning supports (tutoring, learning labs, and success courses). The following areas seem to be lacking: mandatory advising, orientation and developmental students. Dr. Taylor stated his department will implement into their Junior/Senior Days, a component of financial aid. Dan suggested Dr. Taylor send key employees to training seminars.</p> <p>Dr. Pate discussed information from his meeting with Pam Speights and Sharon Prince. Discussions pursued on how to document that English classes can prove computer literacy. The suggestion was made to have a room designated at each campus with computers so students can produce papers on-line. Suggestions were made from each campus director on possible locations of these rooms. Dr. Pate made the suggestion to think about bringing back developmental labs.</p>		
6.	<p>Strategic Planning – Dan stated he will work on the institutional effectiveness report in April. Ms. McCrohan asked if everyone was on the timeline with completing annual reports. A discussion pursued on who should be preparing annual reports. There needs to be a tracking system in place to make sure all budget orgs are accounted for. Pat stated that the Vice-Presidents should access whether all orgs are accounted for before compiling their report for the President. Pam stated the area where annual reports are located on the web could be changed to incorporate a chart with each budget org. Dr. Pate stated it would be helpful to have a spreadsheet showing what orgs are included in a designated area. No changes were made to the annual report.</p>		
7.	<p>Other Items – Dan gave an update on CCSSE – Community College Survey of Student Engagement – Dan will administer the CCSSE survey to designated classrooms in April. Faculty input will also be evaluated in the same classes.</p>		

7. Action Items

	New Action Items	Owner	Due Date	Status
1.				
2.				
3.				
4.				

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 11:43 A.M.			