



## Leadership Committee Meeting

### 1. Leadership Committee Meeting Minutes

Item	Description
Date	April 20, 2007
Time	2:10 P.M.
Location	Administrative Conference Room

### 2. Attendees

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

### 3. Agenda

	Topic	Owner
1.	SACS – Compliance – Reports on Rewrites	
2.	SACS-Follow-up Items-Substantive Change	
3.	QEP	
4.	Other Items	

### 4. Information Items

	Description	Date	Participants
1.	<p>SACS – Compliance – Reports on Rewrites – Leigh Ann gave an update on the progress of Dr. Pate’s team. The leadership team discussed problems with access to the SACS leadership shared file. It was determined that only one person at a time could enter the site. Ms. McCrohan shared with the team that hyperlinks have not presented problems or distractions for a reviewer.</p> <p>Dr. Pate asked when the annual reports are due. Members of the team explained that the annual reports were due to the Vice-Presidents and they will approve or disapprove the goals and submit a comprehensive report for the President in June. A discussion pursued on the annual report timeline and how to present a comprehensive report using the annual report template. Sample goals were produced for Bryce’s area along with suggestions for the follow-up, findings, etc. Dr. Pate discussed his understanding of the timeline. Ms. McCrohan asked for a chart to have a clearer understanding of the timeline. It was determined by the team that by September, the old annual report will be eliminated. All information will be on TracDat and reports can be printed out from TracDat. A discussion pursued on how new goals are approved or disapproved before entering them in TracDat. Pam reminded</p>		

	<p>the team that if changes are made to planning units, TracDat cannot make the change after the information is entered. Those changes would have to be manually changed by cutting and pasting or the changes need to be made to TracDat prior to entering the information. Pam asked if unplanned activities should be entered anytime during the year even though the items were not approved. The team agreed they should be entered at that time.</p> <p>The team used Student Services as an example of how multiple areas should be set up in TracDat. These decisions in each area have to be made and inserted on the spreadsheet so Pam can set up TracDat correctly. All leadership team members should go to the leadership spreadsheet to review their area and make changes to their area according to the way it should be reported and input into TracDat.</p>		
2.	SACS – Follow-up Items – Substantive Change –		
3.	QEP – The QEP members will meet prior to the Achieving the Dream meeting to review the grant proposal. Pat explained to the team the kick-off plans for convocation which includes a speaker for convocation and for the faculty meeting. The logo contest has started. A disclaimer was added in the case of not receiving an appropriate logo.		
4.	Other Items – None		

## 7. Action Items

	New Action Items	Owner	Due Date	Status
1.	All leadership team members should go to the leadership spreadsheet to review their area and make changes to their area according to the way it should be reported and input into TracDat.	All Leadership Team Members		
2.	All leadership team members should review Dan's Achieving the Dream grant proposal prior to the Achieving the Dream meeting on Thursday.	All Leadership Team Members		
3.				
4.				
5.				
6.				
7.				

## 5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 4:45 P.M.			