



Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	May 29, 2007
Time	9:00 A.M.
Location	Administrative Conference Room

2. Attendees

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

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.	SACS-Compliance-Reports on Rewrites-Leigh Ann Collins stated that Barbara Watson will be one of the employees to type the regulation revisions Dr. Jones stated that standard 2.5 will be ready by Thursday. Leigh Ann stated that it will help if everyone can get there standards turned in a week in advance. Bryce Kocian asked if Gus Wessels and Darlene Byrd can attend the meeting when we discuss the standards that they helped revise. Ms. McCrohan stated that anyone that helps revise the standards is welcome to come to the meetings when those standards are discussed.		
2.	SACS-Follow-up Items-Substantive Change-Dale Pinson stated that he will soon have the list of people that his committee will be choosing as readers for the substantive change. He stated that his group has completed 15 of the 24 standards in the 2 nd round.		
3.	QEP-Patricia Rehak stated that the QEP committee did have some logos submitted in the contest but that so far they really don't like what they have gotten in so they are extending the deadline to give people more time to submit their logos. Kwei-Feng Hsu has ordered some reference materials for the QEP committees review. Two people will be working in each category to research and		

	<p>come up with suggestions. The deadline that they have set for themselves is the end of July. Patricia stated that in their meeting she was getting some negative feedback about the perception that some people have about our status on the SACS information. They didn't think that everyone is preparing the way they should for SACS. People still do not understand the way that SACS has changed with all of the committees and sub-committees. Patricia thinks that it would be a good idea for an update to be given on SACS at convocation. People are really going to have to go and look at the Intranet and read the SACS reports to get a better understanding of what is going on. Patricia stated that she has heard that we are doomed for failure because people don't think that we are doing things the way we are supposed to and in a timely manner. The QEP committee is going to have a lot of questions and answers and quizzes at the convocation lunch to help give people more information about SACS and to help them get a better understanding. Ms. McCrohan stated that she talked to Belle Wheelin and she is willing to come and speak if we need her to. She can't speak specifically on our college but she can discuss the SACS process and the changes that have been made and that would hopefully help those who are having a hard time understanding what is going on. Terry Manning is already lined up to come and speak at convocation about the different cohorts and the first year student experience. Patricia suggested that we put a link on the Internet that when you click on it would take people to the Intranet SACS page. We need to make it as easy as possible for people to find the SACS information that they need. Pam Youngblood stated that the Web Advisory group is looking at templates for the Internet so maybe they should look at templates for the Intranet also, something that would be easier for people to navigate. Patricia suggested that maybe a bullet could be added underneath the employees section on the Internet that says SACS information. That way it is right there for people to see and maybe they would be more likely to go and look at some of the work that has been done on SACS so far. Ms. McCrohan stated that it would be a good idea to have a department head meeting during the summer before convocation, to go over some of this information. Dr. Jones stated that it might help if there is a link under SACS that says frequently asked questions so that people can look at it and get some of these questions answered.</p>		
4.	<p>Other Items-Ms. McCrohan asked the Leadership Team what they thought about having a group of faculty members to advise us on how we might better communicate to the faculty and staff. Leigh Ann Collins stated that it might even be beneficial to send out an everyone e-mail that says something like go to this link and update yourself on what is going on with SACS. Also it might be a good idea to form a committee that has a representative from all three campuses to go to each campus and hold a meeting to briefly update people on the SACS process and where we are now. Dr.</p>		

<p>Pate stated that the last time the Leadership Team met, a question was asked about open labs and an e-mail was sent out to Kwei Fend-Hsu, Scott Glass and Robert Wolter and he wanted to know if Ms. McCrohan got any answers back. Ms. McCrohan stated that she did get some answers back from each of them and that she would bring them with her to the next meeting to discuss with everyone. Dr. Pate stated that Sharon Prince has submitted some ideas on what she sees in a writing lab and she will also be helping out by working on another appointed standard. Ms. McCrohan stated that we will look at the labs before the budget is finished and will also look at possibly doing the labs through Achieving the Dream. Annual reports for 2005-2006 have been asked to be turned in. Dr. Pate asked if the annual reports could go ahead and be uploaded to the Intranet for all to see. Ms. McCrohan stated that they can be uploaded but that each Vice President needs to look at the ones that are submitted to them and let them know if they support the things that the departments are asking for. The cover sheet should be given back to the person that submitted the report with the changes from the Vice President on it. Dr. Pate stated that it might be a good idea to come up with a new chart that will walk everyone through the steps. Ms. McCrohan stated that a meeting needs to be called to discuss the Annual Reports and how to respond to them.</p>		
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7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Dr. Pate will set a date for a department head meeting during the summer.			
2.	Ms. McCrohan stated that a meeting needs to be called to discuss the Annual Reports and how to respond to them.			
3.	Ms. McCrohan will bring the learning lab information to the next meeting.			
4.				

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 10:47 A.M.			