

LEADERSHIP TEAM
Administrative Conference Room
July 26, 2006

The Leadership Team met at 3:00 P.M. on July 26, 2006 in the Administrative Conference Room. Ms. McCrohan presided.

COMMITTEE MEMBERS PRESENT: Ms. Betty McCrohan, President; Dr. Ty Pate, Senior Vice President; Mr. Bryce Kocian, Vice President of Financial Services; Ms. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dale Pinson, Vice President of Workforce Development, Continuing Education, and Distance Learning; Dr. Dan Jones, Director of Institutional Research; Ms. Patricia Rehak, Instructional Assessment Coordinator; Ms. Leigh Ann Collins, Program Director of Dental Hygiene and Mrs. Makyla Dunn, Administrative Clerk to the President.

COMMITTEE MEMBERS ABSENT: None

Betty McCrohan:

-Ms. McCrohan went over the minutes from the last meeting.

Patricia Rehak:

-Phil Carter has been working diligently on his compliance for SACS. Patricia asked Ms. McCrohan if there was a standard length for a summary response. Ms. McCrohan stated that it just depends on the college and how much information that you need to include to support your conclusion.

-Discussion followed regarding the requirement under Standard 3.4.7. Further clarification will be requested from our SACS contact.

Bryce Kocian:

-Bryce stated the he will send out an agenda before his next meeting so that everyone can bring their materials and questions to the meeting. The next meeting for the Compliance Committee is scheduled for the second week of classes.

Pam Youngblood:

-Pam asked how we are going to turn all of the documents into an electronic format.

Dale Pinson:

-Dale asked if we have a policy that all documents must be provided in electronic format. Ms. McCrohan stated that we do not have a policy that requires document in electronic format.

Ms. McCrohan:

-Ms. McCrohan stated that she has met with one faculty member that has had some difficulty compiling his assignment.

Patricia Rehak:

-Patricia stated that she wants to make sure everyone understands what the QEP committee is and what steps they have taken. At the first meeting of the QEP committee, Patricia provided a power point regarding the QEP. In the second meeting of the QEP committee, Patricia reviewed that student learning means to them. She also had her committee brainstorm about what student learning is to them. Her committee looked at all of the PMP program data that Institutional Research has provided. They also looked at completion rates, post tests, exam scores, and graduation rates. Patricia has sent in a request for more data. In the third meeting of the QEP committee the committee looked at how to take this to the faculty to get their participation and support. This initiative will work well with the Achieving the Dream initiative.

-Patricia asked Ms. McCrohan if the QEP committee could have a section of the President's Briefing to keep everyone informed as we proceed with the plan for this year. She also asked if she could present to the board to keep them informed on what the QEP is and what they are doing.

-Patricia stated that her committee is going to try to have their topic picked by November 1, 2006. Dan Jones stated that he would like to work with Patricia's committee more often.

Betty McCrohan:

-Ms. McCrohan complimented Patricia on the work of her committee. The whole institution will need to be informed about the QEP committee and all of the other committees and their progress.

Dan Jones:

-There will be opportunities to integrate the strategic planning into these initiatives.

Betty McCrohan:

-Ms. McCrohan would like to include the Achieving the Dream core team as part of this committee charge. Ms. McCrohan asked everyone if this committee needs more people. Everyone agreed that no one would be added to this committee at this point.

Patricia Rehak:

-Patricia stated that she suggests this committee have a working session to determine what projects and committees currently exist and have the Leadership Team interact with other initiatives.

Betty McCrohan:

-Ms. McCrohan stated that she would like to start having a weekly meeting of this group. She also stated that there should be an Institutional Effectiveness Committee.

OTHER BUSINESS:

-The next meeting of the committee will be Thursday, August 3, 2006.

ADJOURN: This meeting adjourned at 4:50 P.M.

Minutes approved: _____