

SACS Meeting

February 10, 2005

Present: Anne Crook, Donna Elmore, Retta Guthrie, Mike Hammond, Jennie Redmond, Penny Summers, Walt Tobin, Bob Wannamaker, Warren Yarbrough

Absent: Bobbie Felder, Gary Foley

Conference Call

The group participated in a conference call with Dr. Crump. Donna headed up the discussion, and team members asked questions.

Editing

- Editing needs to be completed by this weekend so sections can be given to Gary by the middle of next week.
- Will request someone from outside assist with editing.
- Tie IE into strategic plan
- Planning process has been written.
- Goals for current year will be in a report.

Policies

- May need a policy on academic freedom
- Retta and Walt will look at State Tech policy.

Campus/virtual tour

- Need photos in smaller format
- Use photos of administration, auxiliary services, student services, academics, exterior
- Donna will ask Rebecca to help with this.

Other

- Narratives and documentation lists need to be given to Donna by tomorrow.
- Update old website.
- Need a group to review intranet.
- Instructional guide needs to be updated.
- Penny will ask Greg to prepare a cover for the binder, CD, and front page.
- Eight copies will have to be sent, probably clipped or in rubber bands, not in a binder.

SACS Meeting

February 3, 2005

Present: Anne Crook, Donna Elmore, Bobbie Felder, Gary Foley, Mike Hammond, Penny Summers, Walt Tobin, Bob Wannamaker,

Absent: Retta Guthrie, Jennie Redmond, Warren Yarbrough

Donna reported on scanning at Kinko's. PDFs need to be readable. Clean copies are needed of all hard copies that were highlighted and sent to Kinko's.

The group viewed the webpage.

Next week will be editorial week. Donna will send a copy of the master document to all team members for review. Mike and Donna will organize editing. An instruction sheet will be given to the editors. The English department will be asked to assist. Edits will be made on hard copies and then returned to Donna for the actual edits to be made.

For consistency, items listed in the document library will use the official name of the document.

A conference call with Dr. Crump has been scheduled for next Thursday at the normal meeting time. Gary explained the new wireless phone.

Donna asked everyone to read the QEP and give Warren any comments. It is not necessary to have the QEP summary on the website at this time.

Several policies will be presented at the Area Commission meeting next week.

Institutional effectiveness information should be returned to Bob today if you have not already done so. What we have done with the data will be added. A task force may be created to review/write the process. Walt will set up a meeting for the first of next week to look at the process.

Program reviews are due to Walt by Monday. Some reviews will have to be edited before converting these Word documents to PDF. Walt will send these files to Donna once they are reviewed.

Dr. Crook said that all information should be given to Gary and sent to Kinko's by February 16.

Work is continuing on the strategic planning process.

Walt will review or assign someone to review Gerry's files on the Internet.

A discussion was held about offering a stipend to English faculty if they will assist with the reviewing process.

Various ways to handle surveys were discussed. It may be necessary to conduct a survey this spring.

SACS Meeting

January 26, 2005

Present: Anne Crook, Donna Elmore, Bobbie Felder, Gary Foley, Retta Guthrie, Mike Hammond, Jennie Redmond, Penny Summers, Walt Tobin, Bob Wannamaker

Absent: Warren Yarbrough

Institutional Effectiveness Plan 1999-2004

Revisions were made to the Institutional Effectiveness plan. Bob will send the electronic version to team members for any additional changes. Turn on track changes to reflect what you are currently doing and have edited version back to him by next Thursday. Changes will go into the new plan. Technology needs to be included.

Technology Policy

Gary suggested that changes be made to Technology Policy 5.001. This policy will be put on the agenda for the next Area Commission meeting.

Conference Call with Dr. Crump

Donna will ask Dr. Crump to participate in a conference call with the team next Thursday or the following Thursday. Items to be discussed are:

- QEP questions
- Five-year plan
- Faculty credential questions
- Documentation

Donna gave the group an update on the narrative and scanning at Kinko's.

SACS Meeting

January 20, 2005

Present: Anne Crook, Donna Elmore, Bobbie Felder, Gary Foley, Retta Guthrie, Mike Hammond, Jennie Redmond, Walt Tobin, Bob Wannamaker, Warren Yarbrough

Absent: Penny Summers

Website Review

- Gary demonstrated the website.
- Donna explained the process.
- All documentation will be checked to be sure up-to-date copies are used.
- Campus tour using pictures of outside and inside of buildings was discussed. Break-out pictures can be used.
- Employee picture directory needs to be updated.
- PowerPoint presentations must be in htm format.
- The webpage is built to address the faculty.
- The following assignments were made:
 - Accreditation Process – Penny
 - President's Answer – Dr. Crook
 - Institutional Mission – Gary, Donna
 - Purpose – Gary, Donna
 - Factbook – Faith
 - Timeline – already available
 - Organizational Structure – use current version
 - Campus Tour – Donna, Faith
 - QEP Process – Warren, Mike
- Donna explained how teams will be listed under the compliance review section. These people will also be reviewers for the live version.
- Website needs to be finished by first of March so any last minute changes can be made before Gary creates the CD.
- Angela and Rebecca will work with Gary in posting and linking.

Compliance Review Status and Policy Review

Various questions about policies and procedures were discussed. A new procedure will be available from Bobbie in February.

QEP Status

Progress is being made on the QEP.

Weekly Meeting Time

Meetings will be held weekly from now until March 15. Next week's meeting will be on January 26 at 9:00 a.m. Beginning February 3, meetings will be held every Thursday at 9:00 a.m.

SACS Meeting

January 12, 2005

Present: Donna Elmore, Bobbie Felder, Retta Guthrie, Jennie Redmond, Penny Summers, Walt Tobin

Absent: Anne Crook, Gary Foley, Mike Hammond, Bob Wannamaker

Donna reported that she will request a conference call with Dr. Crump since he will be unable to visit our campus. Our liaison will change again in June. A suggestion was made that we ask for a one-year extension for our reaffirmation since our liaison will have changed three times.

New handbooks were given out.

A website sample and our in-progress website were reviewed. The web-site will be an on-going, usable source. All documents will be available to the public except financial statements, audits, and faculty credentials. These will be password protected.

Audit teams need to be selected to review and make suggestions for each section of the compliance document. These team members will be added to the compliance team.

An update on documentation was given. A new set of IPEDS is needed for the last three years. A separate CD will be used as an exhibit of documentation. A virtual tour and commercial ads will be included.

The Institutional Effectiveness plan was reviewed. The plan needs to show how to use the gathered data. An electronic version of the plan will be sent to each team member for editing.

Work is continuing on documentation, narration, and institutional effectiveness.

SACS Meeting

December 15, 2004

Present: Anne Crook, Donna Elmore, Bobbie Felder, Gary Foley, Retta Guthrie, Mike Hammond, Jennie Redmond, Penny Summers, Walt Tobin, Bob Wannamaker

Absent: Warren Yarbrough

Donna Elmore stated that Dr. Donald Crump, our staff person, will begin in January and will be with SACS only until June. She has requested that he visit our campus during January. The group was concerned that our liaison will have changed several times before our reaffirmation process is completed.

OCtech personnel reported on sessions that they attended at the 2004 SACS Commission on Colleges Annual Meeting in Atlanta earlier in December. Written reports were given out.

We will be using a new template from SACS for our compliance document.

This process needs to be an on-going process.

SACS Meeting

November 18, 2004

Present: Anne Crook, Donna Elmore, Bobbie Felder, Gary Foley (part), Mike Hammond, Jennie Redmond, Walt Tobin, Bob Wannamaker, Warren Yarbrough

Absent: Rebecca Battle-Bryant, Retta Guthrie, Penny Summers

Compliance Certification and Documentation

- Donna asked everyone to review hard copy of certification. She will e-mail file for you to make updates.
- Electronic version will be moved to Snap. In each person's folder, file name should include reference number.
- Information will be put in file room at same time files are given to Gary.
- Donna will keep the certification and documentation master copies.
- Track changes will be used, and the version listed at the top.
- Will make mirror copy of site on CD.
- Supporting documents will be linked to compliance document.
- Maintain master list of documentation (spreadsheet). At this point, use Bobbie's spreadsheet and add to it.
- Once spreadsheet is combined, will re-send with track changes on.
- Everyone agreed – Show 3 years of data, including this year, if available. Fall 2002, 2003, & 2004 will be minimum. Make reference that information goes back 10 years. Where gaps exist, may use 2003, 2004, & 2005.
- Need hard copy and electronic version of all documents. Patricia will gather electronic and paper versions from everyone. If duplicates, separate on spreadsheet by semi-colon.
- IPEDS – create booklet
- Videos of College – Include two 30-second commercials (Greg) and Bobbie's PowerPoint presentation. Could put commercials on separate CD or could put one commercial at beginning and one at end with PowerPoint presentation in middle.
- Will be checking for duplicity.
- Angela will do all the scanning.
- Three main areas for off-site visit: Credentials, QEP, and IE.
- Credentials will be listed on a uniform document.
- Make sure IE ventures have been on-going.
- Suggested have Mary McCarter go through Gerry's files to see what surveys, etc. are available.
- Program reviews should be done by end of January.
- All facts of fundraising incorporated and evaluated regularly.
- Have someone review your narratives.
- If need a policy that we don't have, use a sister's policy.
- Several state tech policies need to be local policies.
- Capstone Courses – Be sure evaluation form is a good form.

Date for On-Site Visit

- Dr. Crook will send letter stating that Donna is contact person.
- Then Donna will request date. As late as possible – September 19-October 28, 2005.

December 2004 SACS-COC Annual Meeting in Atlanta

- Ask to meet with Dr. Crump to make introductions.
- Ask him to come here in January.

- Mike and Warren plan to meet person who will be coming here during Spring Conference.

QEP

- Sub-committees
- Research
- Writing
- December 14 meeting
- Beryl Odom – Gadsden College in Alabama – review QEP-Service

Updating strategic plan

Updated compliance document due to Donna by Monday, November 29

SACS Advisement Visit
Dr. John O. Dwyer, Associate Executive Director
September 23, 2004
9:00 AM – 12:00 PM

Minutes

Attendees:

Dr. John Dwyer – SACS Associate Executive Director
Dr. Anne Crook – President, Orangeburg-Calhoun Technical College
Mrs. Bobbie Felder – Vice President of Student Affairs
Mrs. Retta Guthrie – Vice President of Business
Mr. Walt Tobin – Vice President of Academics
Mrs. Donna Elmore – Dean of Education
Mr. Mike Hammond – Dean of Administration
Mrs. Jennie Redmond – Dean of Learning Resource Center
Mr. Warren Yarbrough – English Instructor, Faculty Representative on Core Team
Mr. James V. Carter – Director of Student Transitional Education Program

Dr. Crook welcomed everyone and gave a description of our College to Dr. Dwyer. She gave the background and present work duties on everyone here. Dr. Crook mentioned:

- Student numbers
- S building
- IT department
- Programs that can be accredited nationally are accredited
- Faculty information
- Performance indicators
- IT data of tracking students previously and current system
- Finances are in good order

Dr. Dwyer question regarding faculty offices – Dr. Crook stated that all full-time faculty have offices and those that teach two or more classes also have offices. We have some classes in schools, and all but one are taught by full-time faculty.

Dr. Dwyer question – Can part-time faculty do other duties here? Dr. Crook stated that part-time adjunct are evaluated and professional development is offered to them. TRMC pays for professional development for nursing faculty. OCtech will pay on an individual basis for courses for faculty to continue education. Some adjunct are later hired full time.

Dr. Dwyer question – Are handbooks available for both full-time and part-time faculty? Dr. Crook said handbooks are available and mentors assist new employees.

Question – Dr. Crook

If the system policy is the same as the college policy, do we have to have a separate college policy? State tech may have a different title for the person that we have. Should that be noted?

Answer – Have to go by written policy even if college doesn't have own separate policy. Clarify what you want reader to hear about policy. Title difference is ok. Must be very clear to reader what is being carried out.

Question –

We have looked at other college's compliance statements and they are varied in information contained. As a whole, some are very brief while others go into much detail. Ours vary according to the statement. We used Virginia and Guildford College. Guildford had a fair amount of documentation. How much written documentation is enough? Would you elaborate on the details?

Answer – Amount that Guildford provided was adequate for their readers. Contact Donna Barrett. Use electronics to help. Several things will be provided in hard copy. Have so reader can look at information on line. Use professional judgment and common sense. Ask yourself, "If you are reader, what would you like to see?"

Dr. Dwyer commented that OCTech is doing good things for the process:

Asking him here

Atlanta meeting in December

Increase number of those attending SACS reaffirmation committees

Talked with others that have been on interviewing committees

Dr. Dwyer comments:

- Mindset issue is changing. SACS is sensitive to frustration of institutions.
- Documentation – what would you want to see and could you make an argument in committee review in support of the amount of documentation.
- Put links in Word documents. Reference guidelines on website.
- Finance person is not an automatic person on committee. One can be assigned if they feel it's necessary. Example – He has 9 reviews coming up. One out of nine on-site committees has a finance person.
- Committee breakdown usually 7:
 - 2 QEP
 - Chair
 - Institutional effectiveness
 - Faculty
 - Academic
 - Student affairs or library

Question – QEP: Can someone in state be on team? Ex: Citadel person.

Answer – Cannot be someone in state. Most important are integrity and enhancement with integrity as the most important. They don't want to drop any institution. If does, usually because:

Criteria

Principle

Finance problem

Institutional effectiveness

Faculty credentials

Don't even want a hint of not integrity.

Dr. Dwyer:

Very important to use this terminology – student learning outcomes

Examples other colleges have used:

1. Learning Communities
2. Service Learning

Using letters of satisfaction & surveys

Reference to specific student learning

He didn't see "hand holding" language in our papers. Needs to be included in title and first paragraph. State "because of this, we're doing this".

Donna said that we don't have all documents from the past, but are documenting now. Dr. Dwyer said employees will be able to bring a lot of info.

Dr. Crook said advisory committees meet and we work closely with them. We do surveys twice a year. Dr. Dwyer replied that at the next committee meeting, ask questions of advisory boards, but ask in a negative manner.

In assessing general ed, see 2.7.3.

If looking for assessment instruments use:

1. Assoc. of General and Liberal Studies
2. AACU.org – Association of American Colleges and Universities; 1818 R. St.; Washington, DC 20036

Donna: Portable workforce certificate. We've been using Work Keys.

Dwyer: Would be good support. Be sure to use "hand hold" definition.

Dwyer: Readers will evaluate on principles of accreditation and not compared to other institutions.

Dwyer: Regarding general ed question, section 2.7.3, breath of knowledge; cite courses that are accepted; rationale refers to QEP.

Mike: Oral communication skills. We have speech courses.

Dwyer: Make the case.

3.5.1 – State using hand hold language. Faculty can respond to this.

Walt: Can demonstrate Capstone.

Dwyer: Offsite committee members all have specific assignments of reading. Some readers may read all of report, but they have their own area. A first reader is assigned to each section, and a second reader or backup is assigned at the same time. They read at home and then meet in Atlanta for a few days.

Dwyer: Faculty members don't have to meet or have 18 graduate hours. An institution can go by old criteria, but doesn't have to. Can hire others. See 3.7.1 on page 25 in italics. For all cases, the institution is responsible for justifying and documenting the qualifications. Make your case if person doesn't have additional education. Get faculty person to sign off.

Library – 2.9 is where would put expectations of support of library. Can state that we are sufficiently staffed to carry out orientation and presentation of this institution.

Retta – To tie budget to planning, documentation is different.

Dwyer: Minutes of meeting ref. to timetable, consistency. Planning new capital improvements and new distance learning sites. Guilford College has good plan to tie these together.

Bobbie: Do we need to address non-credit programs?

Dwyer: Yes, need to address continuing ed.

Bobbie: 3.4.11 and 3.9.2 are very similar. Dwyer suggested repeat.

Dwyer: Have not seen HIPA referenced. Have seen PURPA used.

Bobbie: How far do we go back for info?

Dwyer: Three years is good.

Up front, state had change in 2001, figure based on that system, not going back before then. Acknowledge difficulty of documenting.

Bobbie: What is cut off for being in compliance?

Dwyer: There is no partial compliance or full compliance. You're either in compliance or you're not. Be sure catalog is up-to-date and accurate. State that we are in compliance with this and it's published on page ___ in catalog.

A rationale is missing from the handbook.

Dabney- ? Community College in Virginia – they make good use of facilities and staff.

Mike: Distance learning. How do we handle credentials for other college faculty who're teaching on-line courses? Ex. Midlands Tech.

Dwyer: Offsite committee will need copy. On-site will need copy of official transcript. Use highlighter to highlight the hours we counted. Make special note in instructional roster. Must have an official transcript for every faculty who teaches one of our students.

Mike: Credentials for continuing ed?

Dwyer: Not required.

QEP

Warren explained our process. We have 2 ideas.

Dwyer: **Developing a Community of Learners.** Likes showing "definition" first. Potential for mentoring is a great strength. SACS team likes to talk with employees in all areas, even with the gardeners. Discuss last line, first paragraph of "definition". Maybe could bring "reading" into this paragraph. Focus on first in handbook. Good to have sample goals. Need more sample goals on active learning. Likes using "skills". Emphasis on active and personal learning.

Writing center needs mission statement. How do English teachers feel? Make distinction that writing center is for everyone. Could contain cork walls with pin points and have students put up samples of writings and poetry quickly. Need definition and expectation of reflective writing. Very positive. In 2010 will have to show impact report on writing center. He misses the word "reading" here. Likes that this has focus. Can use collaborative learning as umbrella for writing center. Capability is implied, but need to be addressed. Needs multiple assessment instruments (use our own, professional associations and other colleges). Constituency of involvement is implied, but need others such as alumni, employers, governing board, and Foundation. Sounds like QEP fits nicely. Incorporate the historical process. Hope some QEP will have such strength that they can be shared with other institutions and maybe published in higher learning publications.

Evaluation of QEP: Evaluation on on-site team – Have conversations with person to interact with each other and make sure of their role on committee when committee arrives.

OCtech can't pay to get the two people together ahead of time. Okay to do that after get reaffirmation. Responsibility to get together is committee, college, and staff responsibility. Okay to set up conference call. Be sure to include chair in everything. More interaction at an earlier date by 2 people working on QEP. Visiting committee would give helpful suggestions.

Ideal goal of QEP is that all issues of compliance will be excellent and all time can be devoted to QEP.

After off-site, will state either in or not in compliance. Then phone call or report can be given. If off-site check okay for compliance, that's it and they might write a few suggestions. If not in compliance, must be a written report. Sometimes non-compliance means don't have enough documentation. Could supply audio and video tape or pictures.

SACS Leadership Meeting

April 27, 2004

Present: Rebecca Battle-Bryant, Donna Elmore, Bobbie Felder, Gary Foley, Retta Guthrie, Mike Hammond, Jennie Redmond, Gerry Shuler, Penny Summers, Walt Tobin, Warren Yarbrough

Absent: Anne Crook

Items discussed/reviewed:

- Tentative date of next meeting – May 25 at 10:30 a.m.
- Thanked Gerry for her help and work with SACS.
- Penny will send copies of the Technical College of the Low Country's Fact Book for review. Fact books contain published data about the college. We need to create these books on a regular basis.
- SACS website has updated information and documents.
- Penny asked that as much compliance information as possible be sent to her by June 1. All materials are due no later than October 1.

Compliance:

- Walt – Creating a new form for group directors to use in tracking faculty credentials.
- Mike – Developing a credentials matrix for the webpage. Will need to decide which items need to be in the files.
- Need answers regarding teacher certification with Tech-on-Line. Are hard copies of transcripts needed, and are they obtainable? Jenny –Will probably take until September to get statistics using the new system. Checking on service to distant ed students to determine what is needed.
- Suggestion made to visit TCL or another college that has already gone through process.
- Rebecca – Surveys from Continuing Ed are ready and show follow up action. Suggestion made to use data in chart form for fact book.
- Suggestion made to review fact book and then have conference call with TCL.
- Retta – Reported meeting held in Atlanta regarding the financial section. The ultimate goal is to provide everything needed for the off-site review.
- Virtual tour, PowerPoint presentation, or photos of College will be needed for the facilities section. Bobbie has requested information about a free service from a Tennessee company that will photo the college and put photos on webpage as a virtual tour. Met the representative at a recent AACRAO conference.
- Budgets must be tied to planning, which is difficult to do. Budget reviewers must make sure the budgets reference the strategic plan. Budget forms do not have a place to list reference to the strategic plan.
- Bobbie – Discussion of scanning. What format will we use? Gary suggested a PDF format. FERPA regulations require us to identify and document the “need-to-know” college personnel and the reason they need access to student records. Picked this up at the AACRAO national conference as a clarification to privacy regulations. Will need to carefully review on-line student services to make sure we have up-to-date info on the website.

QEP:

- Team met yesterday and narrowed QEP ideas from the planning retreat to the following two recommendations:
 - Service Learning
 - Learning Communities/Writing Across the Curriculum
- These may be vehicles to improve student learning.
- Donna plans to create an instructional database using information that already exists.

- After discussion, decided to table QEP topic until next meeting to determine areas of need.
- Walt and Bobbie will begin gathering data to be analyzed.

SACS Meeting

March 9, 2004

Present: Rebecca Battle-Bryant, Bobbie Felder, Gary Foley, Retta Guthrie, Mike Hammond, Jennie Redmond, Gerry Shuler, Penny Summers, Walt Tobin, Warren Yarbrough

Items discussed/reviewed:

- Rebecca made a motion to accept the minutes of the last meeting. Gerry seconded.
- Compliance issues – Everyone should be working on their areas. October 1 is the target due date for compliance reports to be given to the Core Team; however, reports should be sent in as they are completed.
- A survey for faculty/staff and one for students will be conducted April 19-23.
- Warren gave a presentation of the web page. Core Team members need to encourage employee participation on QEP discussion section.
- An introductory meeting of the QEP team will be held today at 2:30 p.m. to explain the purpose of the team and to get things started. Team members will be encouraged to request suggestions from others. Suggestions requesting customer service skills training and writing have been received. Developmental Ed may also be considered as part of the QEP.
- Forty-seven evaluations were turned in regarding the February 24 campus-wide meeting on SACS.
- Question for Penny to ask – Will SACS accept our program for viewing transcripts for distance education?
- Web page info – If we link a site off campus, we will need permission to copy these pages to a CD if we decide this is necessary. We have a high-speed scanner on campus in Student Services. If necessary, we can purchase some cheaper scanners for office use.
- Budget – A budget is being created and includes funds for visits. We do not anticipate any major budget expenses before June 30.
- Planning Retreat – March 30 & 31
 - First day – Strategic Plan
 - 2nd day – QEP
- Open House may be held toward the end of April. We need suggestions for community interest.
- Next meeting – Tuesday, April 13 at 11:00 a.m.

SACS Meeting

February 24, 2004

Present: Bobbie Felder, Mike Hammond, Gerry Shuler, Penny Summers, Walt Tobin, Warren Yarbrough

Items discussed/reviewed:

- Jennie Redmond has been added to Full Leadership Team.
- Faculty/Staff Meeting, February 24, 2:30 p.m.
 - Reviewed and explained PowerPoint presentation and game for today's meeting.
- Web Page
 - Presentation will be posted on web page, which is under construction. Web page should be ready by next week to receive ideas/responses.
- Student Team Member
 - Possibly choose a work-study student to be on the team and invite that person to the retreat for a few hours.
- Survey
 - Campus Cruiser contains software that can be used to assess web questionnaires. The survey may need to include assessment from different areas.
- Next meeting – March 9 at 11:00 a.m.

SACS Meeting

February 17, 2004

Present: Rebecca Battle-Bryant, Anne Crook, Bobbie Felder, Gary Foley, Retta Guthrie, Mike Hammond, Penny Summers, Warren Yarbrough

Items discussed/reviewed:

- Faculty/Staff Meeting, February 24, 2:30 p.m.
 - PowerPoint presentation of all 4 parts of SACS reaffirmation process will be given. Each part will be 15-20 minutes. Penny has parts 1, 2, and 4. Warren, Mike, and Walt have Part 3. Everyone furnish copies of their parts.
 - Required meeting for faculty and staff, unless in class or absence approved by supervisor
 - Dr. Crook will send out message today and reminder on Monday.
 - 10 minute game by Bobbie/Dana
 - Light refreshments at 2:00 p.m., maybe drinks, nuts, fruit
 - Tim Felder needs to set up equipment.
 - Mike will inform faculty/staff of team makeup; and ask faculty and staff to select their representatives.
 - Inform faculty/staff that we are soliciting their input. Select deadline date for ideas to be given to the QEP team.
- QEP Team
 - Team Members – 12 members
 - 1 external (maybe from advisory council)
 - 1 area commissioner – Donnie Jameson
 - 1 student
 - 2 faculty – Donna Kerr & 1 other
 - 1 student services

- 1 administration – Rebecca Battle-Bryant
 - Walt Tobin
 - Warren Yarbrough
 - Mike Hammond
 - 1 faculty at large
 - 1 staff at large
 - Walt, Mike, and Warren will select people to fill above slots and then ask each person. Dr. Crook will follow up if necessary.
- Topics
 - Chosen topics must be measurable
 - Compare data and how collected
 - Use our data from last year, this year, and next year
- Planning Retreat
 - 1st session – strategic plan
 - 2nd session – QEP and big ideas
 - Night – leadership team
 - 3rd session – all QEP team members need to attend
- Measurable objectives for QEP will need to be included in strategic plan for 2005-2006.
- Web template
 - Page will need a summary, then a way to click to go to the policy, handbook, etc.
 - Everyone needs to make a list of each item that has your name by it and the documents that will need to be posted or protected.
- Compliance Summary Form
 - Information needs to be in by February 24.
- People doing presentations at faculty/staff meeting will meet at 11:00 a.m. on February 24.

SACS Meeting

January 20, 2004

Present: Anne Crook, Bobbie Felder, Gary Foley, Mike Hammond, Gerry Shuler, Penny Summers, Walt Tobin, Warren Yarbrough

Items discussed/reviewed:

- College planning retreat date changed to March 30-31. Timeline will continue to be a working timeline.
- SACS meeting in Nashville
 - Reviewed handouts
 - Penny – website has reports
 - Mike – Georgia State University has good website
 - Use mission statement
 - Recommended having Margaret Sullivan, external consultant, come on campus to give answers and counseling
 - Make sure College engaged in assessment and tie in budget
 - Be sure evaluate and not just report
 - Tallahassee Community College has sophisticated evaluation plan with 6- & 12-month evaluations.
 - Warren – Submit electronically, but always have a hard copy.
 - Gerry – Formatting is critical. Need workable format.
 - When team arrives, they will have contact only with technical support people.
 - Off-site team will give verbal findings. Have enough people to take notes.
 - On-site team report will be written.
 - Compliance – certification of faculty for 3 semesters: summer '04, fall '04, spring '05
 - General education now called general studies distribution areas.
 - Be careful when using tests for student learning & use one that equals our norm.
 - Need 2 large committees (institutional effectiveness and curriculum) and then sub-committees
 - Integrate assessment & budgeting
 - Offsite committee sees I E; Onsite sees QEP
 - Need to form website committee now
 - Bobbie – Students input regarding problems with advising:
 - Difficulty locating advisors due to class schedules
 - Faculty – too many classes, often not enough time to advise effectively
 - Some advisors do a better job than others
 - Walt – If use retention as goal, have:
 - Writing
 - Advising (may be revamped)
 - Technology
 - Professional development for faculty

Suggestions:

Write objectives so can show improvements

Title III Grant – some improvements need to be made whether receive grant or not.

Be creative; don't try to duplicate what's already been done.

Need good linkage in reports to policies or copy/paste policies in report.

Continuously check website.

Do survey at February 3 meeting.

Work on action plans for next year by departments (evaluations, recommendations) and bring this info to retreat.

Need objectives that will improve programs.

Need hard copies of reports to keep in book.

What to do at this point:

Review 1995 report to see what was to be done since then.

Everyone needs to be familiar with principles of accreditation and items in last report that need to be done.

When look at strategic plan at retreat, decide which ones are for student learning and are measurable.

By February 15, Gerry (and maybe Penny) discusses 1-on-1 with each department head.

February 15-March 1 – Dr. Crook review list of what needs to be done.

Need reports for March 2 President's Staff retreat. Include examples of what each department needs.

SACS Meeting

November 18, 2003

Present: Anne Crook, Bobbie Felder, Retta Guthrie, Mike Hammond, Gerry Shuler, Penny Summers, Walt Tobin, Warren Yarbrough

Items discussed/reviewed:

- Dr. John Dwyer has been appointed as the SACS consultant.
- Everyone read the compliance letter and handbook.
- Division of Duties
 - Compliance Team
 - Bobbie & Penny, co-chairs
Retta
 - QEP Team
 - Warren & Mike, co-chairs
Walt
 - Floaters
 - Anne & Gerry
 - Teams need to share information and give reports at the next meeting.
- Reviewed and adjusted the timeline.
- SACS meeting in Nashville
 - Read handout.
 - Teams decide which sessions to attend and let Penny know your decision. Want to cover as many sessions as possible.
 - Ask for face-to-face training.
 - 3 people running from technical college system. May need to decide who to vote for prior to meeting.
 - Feel free to meet with your contact.
- Dr. Crook wants at least one person to visit another college in the cycle before ours.
- Trident will be reaccredited in 2010. They may be willing to give up a few slots now.
- Handout Walt received from associate executive director
 - Must meet all 12 criteria. If not, probation.
- Policies and procedures available to all on campus. Handbooks need to be reviewed.
- May need to list references and location of handbooks on web page.
- Should have representatives in each area, not broad based.
- They are assuming we are in compliance.
- Password protected website for SACS and separate from our web page. Lots of documents will be online.
- Dr. Crook's concern: Need exam for general ed.