

## ACADEMIC AFFAIRS STAFF MEETING MINUTES (CALLED MEETING)

Meeting Date: 3/7/08

Location: SSB 315

Time: 7 AM

**Present:**

Lynn Dale  
Rita Melton  
Daryl Smith  
Sandy Winkler  
Mark Roseveare  
Edna Howard  
Barbara Wilson  
Sherry Vaughn

**Members Absent:**

Joe Sidlowski

**Guests:**

<b>Key:</b> R = Resolved PR = Partially Resolved I = Information Only CF = Carry Forward				
<b>Item Discussed</b>	<b>Discussion</b>	<b>Committee Action/Recommendations</b>	<b>Status</b>	<b>Follow- Up</b>
<b>2. New Business</b>	<p><u><b>Surveys</b></u> A called meeting was held to discuss the recently conducted College-wide <i>Services Areas Survey</i>. Mrs. Vaughn informed the group that overall the survey responses for all of Academic Affairs were good. Given the number of FT faculty and staff in Academic Affairs and the size of the division, this is no small achievement. Areas were congratulated on their positive results and their commitment to this College!</p> <p>Mrs. Vaughn shared with the group that even though we had many good responses and/or comments on the surveys, there are still areas in which we all need to improve. These areas will be the focus of our strategies for improvement - due to Pat Abell by March 28, 2008.</p>		I	
<b>Adjournment</b>	<p>There being no further business or discussion the meeting was adjourned: Submitted by: <i>Edna Howard</i></p>			

