

ACADEMIC AFFAIRS STAFF MEETING MINUTES

Meeting Date: 8/25/08

Location: SSB 315

Time: 1:45pm

Present:

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

Members Absent:

Joe Sidlowski

Guests:

Key: <i>R = Resolved</i> <i>PR = Partially Resolved</i> <i>I = Information Only</i> <i>CF = Carry Forward</i>				
Item Discussed	Discussion	Committee Action/Recommendations	Status	Follow-Up
1. Old Business				
2. New Business	<p>Requisitions</p> <ul style="list-style-type: none"> • A pilot program for requisitions is now in place until December 2008 • Requisitions under \$1000 will go to Stephen Steese (after approved/signed by appropriate dean/executive director) • Requisitions over \$1000 will go to Henry Giles (after approved/signed by appropriate dean/executive director) • The only requisitions that will come directly to the AA Office are the ones using a budget number that requires approval of Mrs. Vaughn and/or any that are initiated by a Dean or Executive Director requiring Mrs. Vaughn's approval <p>NOTE: This excludes the CCC and Learning Resources as they presently complete requisitions electronically</p>		I	

	<p><u>Equipment Budget Update</u></p> <ul style="list-style-type: none"> • A budget update was distributed to the group to review showing expenditures from the various requesting departments • No more funds (as of 8/25/08) will be taken out of this account until further notice; budgets will need to be re-evaluated after dual credit and flex-start students are registered/enrolled <p><u>Budget Cut</u></p> <ul style="list-style-type: none"> • There is a 2% budget cut campus-wide • AA will need to cut their overall budget by \$73,810 • There is a possibility additional [State] budget cuts will occur the first of the year • There is a possibility the 3 unfilled FT positions (advising, librarian and nursing) in Academic Affairs will be placed on hold through fall 2008; decision will be made by the respective deans and Mrs. Vaughn after evaluating all potential options <p><u>Customer Service Week</u></p> <ul style="list-style-type: none"> • A handout was distributed for the group to review • A discussion was held and an explanation given to the group as to what their roles in the event would be • Academic Affairs' part of the week-long event will be on opening day, Monday, October 6 in room SSB 109 NOTE: This date will be changed due to the 6th being an optional day and no students will be on campus • The theme will be "Staying On Track" <p><u>Procedures – IV-10.17 & IV-10.18</u> On hold; more revisions are underway based on recent feedback</p> <p><u>NCIA (National Council of Instructional Administrators)</u></p> <ul style="list-style-type: none"> • A handout was provided for the group to review and submit possible nominations 		<p>I</p> <p>I</p> <p>I</p> <p>CF</p> <p>I</p>	
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	<p><u>Presidential Honor Roll</u></p> <ul style="list-style-type: none"> • A handout was provided for the group to review and submit possible nominations <p><u>PC Updates</u></p> <ul style="list-style-type: none"> • PC items were discussed and the Deans were encouraged to share this information with their areas <p><u>Link Updates</u></p> <ul style="list-style-type: none"> • 24 students are currently enrolled in the first cohort of the program • All 7 school districts are involved including students from Byrnes, Broome, Chapman, Chesnee, Dorman, Landrum, Spartanburg and Woodruff • Students' high school GPA's range from 2.3 to 4.5 • Most students have been faced with life circumstances that have made attending high school very difficult or impossible • The students are enrolled in 12-15 credit hours • The majority of the students are enrolled in college-level courses; a small number are enrolled in developmental math or ENG 100 or RDG 100 • Students in this first cohort attend class during the day, Monday through Thursday; they are all enrolled in COL 103 on Tuesday and Thursday at 11:00am with their Resource Specialist, Janie Faulkner • All students consider the LINK program an awesome opportunity and have been pleasant to work with <p><u>Faculty Observation</u></p> <ul style="list-style-type: none"> • Efforts are being made to share "best practices" across campus related to teaching and learning • Classes and labs may be visited by the deans, executive directors and/or Mrs. Vaughn to identify 			
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	<p>these best practices</p> <ul style="list-style-type: none"> • These identified best practices will be continuously shared with all faculty through various workshops, teaching tips, website, etc. • SCC's focus (as part of our mission) is on excellence in teaching and learning • Assessment and evaluation of teaching and learning continue to be part of our continuous improvement strategies; it is a major part of what we do @ SCC <p><u>Dual Credit Off Campus Sites</u></p> <ul style="list-style-type: none"> • No discussion 		CF	
Adjournment	<p>There being no further business or discussion the meeting was adjourned:</p> <p>Submitted by: <i>Edna Howard, Administrative Specialist</i> <hr/> Meeting Chair</p> <p><i>Sherry Vaughn, VP of Academic Affairs</i></p>			