

## ACADEMIC AFFAIRS STAFF MEETING MINUTES

**Called to Order: Sherry Vaughn**  
**Meeting Date: Monday, August 24, 2009**

**Location: SSB 315**

**Time: 2:30pm**

**Present:**

Lynn Dale  
 Rita Melton  
 Joe Sidlowski  
 Daryl Smith  
 Sandy Winkler  
 Sherry Vaughn

**Members Absent:**

Mark Roseveare  
 Barbara Wilson

**Guests:**

<b>Key:</b> <i>R = Resolved</i> <i>PR = Partially Resolved</i> <i>I = Information Only</i> <i>CF = Carry Forward</i>				
<b>Item Discussed</b>	<b>Discussion</b>	<b>Committee Action/Recommendations</b>	<b>Status</b>	<b>Follow-Up</b>
<b>1. Old Business</b>	<p><b><u>Academic Department Head Leadership Program</u></b></p> <ul style="list-style-type: none"> <li>• Investigate interest level of faculty who would like to participate in this type of program</li> <li>• AA Staff need to be thinking ahead as current department heads will leave their positions (ex: retirements) over the next few years</li> <li>• Need to have faculty prepared/ready to step into these leadership roles</li> <li>• Responsibilities of department heads are different/more complex today than even five years ago</li> <li>• Probability of "burnout" is high</li> <li>• Other options/possibilities that need to be considered?</li> </ul>	Sandy Winkler will send an e-mail to faculty to assess interest level	CF	Sandy

<p><b>2. New Business</b></p>	<p><b><u>2009–2010 Hazardous Weather Plan</u></b></p> <ul style="list-style-type: none"> <li>• Daryl Smith provided copies of the 2008-2009 Hazardous Weather Plan for review prior to the next AA Staff meeting</li> </ul> <p><b><u>Budgets</u></b></p> <ul style="list-style-type: none"> <li>• Sherry Vaughn will propose a new budget to Dr. Terhune to increase budget allocations across Academic Affairs due to enrollment increases above the budgeted 3%</li> </ul> <p><b><u>Live Projects: Policy and Procedure Review</u></b></p> <ul style="list-style-type: none"> <li>• Minor changes (ex: College name change and word /sentence revisions were made to the policy and/or the procedure as recommended by AA Staff</li> <li>• Both the policy and procedure were shared prior to this meeting with Department Heads/Directors for review and input</li> </ul> <p><b><u>CAO Meeting Updates</u></b></p> <ul style="list-style-type: none"> <li>• The transition to our new AAS degree structure for official fall semester implementation has gone very smoothly. <b>Celia Bauss has done an excellent job with this initiative!</b></li> <li>• The System Office is developing dashboard indicators and is training IE personnel from all colleges across the State</li> <li>• EPMS/FPMS suggestions and expectations will be discussed at the Spring CAO Planning Retreat</li> </ul>	<p>Dr. Joe Sidlowski suggested that the 2009-2010 Hazardous Weather Plan be placed in the SCC Adjunct Handbook for Spring Adjunct Orientation</p> <p>Sherry Vaughn asked that departments not wait until adjunct money was fully expended or budgets were in trouble before requesting additional monies</p> <p>Sherry Vaughn will place on the PC agenda at their next meeting; will be requesting approval of changes</p>	<p>CF</p> <p>R</p> <p>I</p>	<p>Sherry and Sandy</p>
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	<ul style="list-style-type: none"> <li>• New Liaison from the Presidents' group to the CAO group - Dr. Keith Miller – Greenville Technical College</li> </ul>			
<b>3. Miscellaneous</b>	<p><b><u>H1N1 Update</u></b></p> <p>The standing committee will convene to discuss possible recommendations</p>	Dr. Rita Melton inquired on the possibility of students receiving shots for \$25 from an independent source	I	Rita
<b>4. Sharing</b>	<ul style="list-style-type: none"> <li>• <b>Dr. Rita Melton</b> <ul style="list-style-type: none"> <li>• 100% of Surgical Technology graduates passed their national certification exam!!</li> <li>• Fifteen out of sixteen nursing students passed the NCLEX-RN exam!!</li> </ul> </li> </ul> <p><b>CONGRATULATIONS to the faculty for a job well done!!!</b></p> <ul style="list-style-type: none"> <li>• <b>Sandy Winkler</b> - Orientation for new full-time faculty is Friday, August 28, in the Library "Red Room" at 9:00 a.m.</li> <li>• <b>Dr. Joe Sidlowski</b> - new curriculum suggestions for his areas are being reviewed and responses are to be submitted to him by November 1</li> <li>• <b>Lynn Dale</b> <ul style="list-style-type: none"> <li>• Suggested that minutes for Flex-Start classes be verified</li> </ul> </li> </ul>	Dr. Joe Sidlowski stated that the minutes are correct with the exam time factoring into the time limit. Sherry Vaughn will bring the State (SBTCE) procedure to the next meeting for review.	I	

	<ul style="list-style-type: none"> <li>• Question re: the location of the exam schedule for Fall Semester</li> <li>• Suggestion for routing information to AA Staff: consider scanning time sensitive materials into a shared file</li> </ul>	<p>Dr. Joe Sidlowski informed the group that the Fall 2009–Summer 2010 exam schedule can be found in the back of the SCC Student Handbook</p> <p>Sherry Vaughn agreed to suggestion.</p>	CF	Sherry
<b>Adjournment</b>	<p>There being no further business or discussion the meeting adjourned at 4:12 p.m.</p> <p>Submitted by: Shirley Cohen CPS</p> <p>Meeting Chair</p> <p><i>Sherry Vaughn, VP of Academic Affairs</i></p>			