

ACADEMIC AFFAIRS STAFF MEETING MINUTES

Meeting Date: November 19, 2009

Location: SSB 315

Time: 1:00 p.m.

Present:

Joe Sidlowski
Barbara Wilson
Sandy Winkler
Sherry Vaughn
Shirley Cohen

Members Absent:

Lynn Dale
Rita Melton
Daryl Smith
Mark Roseveare

Guests:

Item Discussed	Discussion	Action/Recommendations	Status	Follow-Up
<p>Key:: C – Completed IP – In Process I - Information</p>				
1. Unfinished Business	<p><u>Flower Fund Criteria Review</u></p> <p><u>Flower Fund (Update)</u></p> <ul style="list-style-type: none"> • Expenditure update through November 10, 2009 		CF I	Sherry
2. New Business	<p><u>Equipment Fund (Monthly Update)</u></p> <ul style="list-style-type: none"> • Handout showing expenses to date; posting through November 16 • E-mail to department chairs by December 1 for review <p><u>New Planning Committees (Academic Site Planning and Executive Site Planning)</u> Union and Downtown sites</p> <p>Purpose of each committee:</p> <ul style="list-style-type: none"> • To recommend credit and non-credit courses/programs to be offered; short- and long-term planning • Will also recommend/expand course offerings at Tyger River and Cherokee County campuses 	Encourage department chairs and faculty to review	IP I	Sherry

	<ul style="list-style-type: none"> • Identify resources needed/anticipated and make recommendations • Determine format of courses/programs to be offered (ex: online, traditional, hybrid, etc.) and make recommendations • Recommend scheduling for courses (ex: day, evening, weekend) • Updates shared for each committee 			
<p>Sharing</p>	<p><u>Joe Sidlowski</u></p> <p>Revisions to procedures for the Testing Center</p> <p>Is planning to present to ARC at their next meeting: Culinary Arts [program/course] changes, [new] Advanced CNC Certificate, [new] Mechatronics Degree, and draft of possible [new] Fire Service Certificate</p> <p><u>Sherry Vaughn</u></p> <p>Requests for anyone needing to work during the December holidays has been requested by Henry Giles; this information is needed by December 11</p> <p><u>Barbara Wilson</u></p> <ul style="list-style-type: none"> • SCC will host 250+ 8th graders from Woodruff Middle School on Friday, January 15, 2010 from 8:15 – 11:00 a.m. Students will tour Student Services Building, Library, Health Sciences, East, and West Buildings. Additional follow up will be provided to academic deans by Barbara Wilson. • <u>Ready-Set-College</u> R. D. Anderson and Daniel Morgan – March 6, 2010 from 9:00 – noon and 1 – 4 p.m. Areas to be addressed are: Compass testing, 15 minute concurrent sessions, BSP/PCI, financial aid, SCC general information, transfer program and continued education opportunities. Swofford’s event will be held on March 20, 2010. Additional follow up will be provided to academic deans by Barbara Wilson. 	<p>Jason Bagwell has requested to work so that he may water plants in the greenhouse</p>	<p>CF</p> <p>IP</p> <p>IP</p>	<p>Joe</p>

	<ul style="list-style-type: none"> • <u>Project Lead the Way</u> Program taught in high school, pre-engineering, pre-biomedical, SCC has been asked to consider dual credit for students in these areas. Joe Sidlowski, Rita Melton, and Barbara Wilson are investigating for possible dual credit. 			
Adjournment	<p>There being no further business or discussion, the meeting was adjourned: 2:10 p.m.</p> <p>Submitted by:</p> <p>Shirley Cohen CPS</p> <hr/> <p>Meeting Chair:</p> <p><i>Sherry Vaughn, VP of Academic Affairs</i></p>			