



ACADEMIC AFFAIRS STAFF MEETING MINUTES

Meeting Date: 1/25/10

Location: SSB 315

Time: 2:30 p.m.

Present:

Lynn Dale
Rita Melton
Mark Roseveare
Joe Sidlowski
Daryl Smith
Sherry Vaughn
Barbara Wilson

Members Absent:

Sandy Winkler

Guests:

Key:: <i>C – Completed</i> <i>IP – In Process</i> <i>I - Information</i>	<p>The meeting minutes are not intended to detail every single word spoken or every opinion verbalized. They present an overview of what was discussed during the meeting along with any action items/recommendations and/or decisions made. If you have any questions re: any of the agenda items, please contact our Office.</p>			
Item Discussed	Discussion	Action/Recommendations	Status	Follow-Up
1. Old Business	<p><u>Flower Fund Review</u></p> <ul style="list-style-type: none"> ➤ Current fund balance was shared ➤ Discussion was held re: needed revisions (ex: adjusted allowances per category and persons to be included in coverage) ➤ No dues will be collected for 2010 unless deemed necessary 		IP	S. Vaughn will edit document and e-mail to members
2. New Business	<p><u>S.W.O.T. Analysis</u></p> <ul style="list-style-type: none"> ➤ <i>One of our MKT 101 classes conducted a SWOT analysis which included suggestions for new programs. Areas to consider are: criminal justice, pre-</i> 	Program development and/or benchmarking against other colleges should include a thorough		

	<p><i>law/pre-medical, fashion design, merchandising, journalism, social work, broadcasting and photography.</i></p> <p><u>EC Meetings</u></p> <ul style="list-style-type: none"> ➤ <i>Updates from EC meetings were shared/discussed; all faculty and staff were encouraged to read minutes of meetings as they are posted to the portal. See EC minutes for specifics.</i> 	<p>research of best practices and also be data driven.</p>		
<p>3. Sharing</p>	<p><u>Rita Melton</u></p> <ul style="list-style-type: none"> ➤ <i>"What Electronic Medical Records & the Health Information Exchange Mean to You", a one-half day conference, will be held on January 27, 2010 at Piedmont Technical College. Several representatives from the College will be attending.</i> ➤ <i>MLT site visit is scheduled for March</i> ➤ <i>Preliminary results (December graduates) on the NCLEX-RN are very good</i> ➤ <i>New [replacement] nursing instructor was recently hired</i> <p><u>Barbara Wilson</u></p> <ul style="list-style-type: none"> ➤ <i>Woodruff Middle School visit was very successful although the College did not have control over the date and the timing was not what would have been preferred.</i> ➤ <i>Landrum, Chapman, and Dorman High Schools have been added for dual credit</i> ➤ <i>Daniel Morgan Technology Center will pilot general education dual credit for fall 2010</i> ➤ <i>Career Quest is scheduled for October 12, 2010 at Spartanburg Expo Center</i> ➤ <i>Ready Set College dates have been scheduled for February and March and the deans were thanked for their assistance in planning.</i> <p><u>Joe Sidlowski</u></p> <ul style="list-style-type: none"> ➤ <i>Procedure IV.10.19 – To be discussed at next meeting</i> ➤ <i>Policy Statement IV-100 – To be discussed at next meeting</i> ➤ <i>Procedure IV-100.1 – To be discussed at next meeting</i> <p><u>Lynn Dale</u></p> <ul style="list-style-type: none"> ➤ <i>Renovation is completed and furniture has been ordered for the computer labs</i> 			

	<ul style="list-style-type: none"> ➤ Dual Enrollment for fall 2010 - Byrnes High School: 11th and 12th graders will take CPT 101, IST 201 and IST 202 at 8 a.m. or 2 p.m. <p><u>Daryl Smith</u></p> <ul style="list-style-type: none"> ➤ Campus Efficiency Plan has been submitted ➤ Broadcast classroom will increase to 20. <p><u>Mark Roseveare</u></p> <ul style="list-style-type: none"> ➤ Library move at Tyger River is nearing completion and operating hours have been extended 			
Adjournment	<p>There being no further business or discussion the meeting was adjourned: 4:10 p.m.</p> <p style="text-align: center;">Submitted by: Shirley Cohen CPS</p> <hr/> <p style="text-align: center;">Meeting Chair:</p> <p style="text-align: center;"><i>Sherry Vaughn, VP of Academic Affairs</i></p>			