

ACADEMIC AFFAIRS STAFF MEETING MINUTES

Meeting Date: 3/15/10

Location: SSB 315

Time: 3:00 p.m.

Present:

Lynn Dale
Pam Hagan
Rita Melton
Mark Roseveare
Daryl Smith
Sherry Vaughn
Barbara Wilson
Shirley Cohen

Members Absent:

Sandy Winkler

Guests:

<p>Key:: C – Completed IP – In Process I – Information</p>	<p>The meeting minutes are not intended to detail every single word spoken or every opinion/idea verbalized. They present a brief 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
<p>1. Old Business</p>	<p><u>EC Updates</u></p> <ul style="list-style-type: none"> • Administrative Professionals' Day has been approved by EC again this year to show appreciation for a job well done! • Advising Center <ul style="list-style-type: none"> ➢ Recommendation made for 3-week summer coverage has been approved ➢ Will continue to be housed in Academic Affairs ➢ Desire for all new students to be advised through the Advising Center • Final academic calendars are published through 2013; Lynn Dale will be chairing this committee. Work will begin very soon on the 2013-2014 academic calendar once all loose ends are wrapped up the with 3 recently approved calendars 			

- Lab fees being considered for students are on hold at this time
- Application fee - \$15 (will implement once Datatel programming is completed)
- Strategic staffing review and approval continue to be a priority; this includes all FT and PT positions (not to include adjuncts)
- Continuation of the 8 academic terms will be reviewed by a subcommittee; to be formed later this summer once data is available for fall and spring – 2009-2010; room utilization/scheduling reports will be part of the analysis.
- Participants in the TERI Program may reapply for positions; hiring ranges will be established for all positions posted

Flower Fund Balance Update

- Handout distributed

AA Equipment Account Update

- Handout distributed
- Information should be shared within areas

BSP Sections / Enrollment

- Handout distributed
- Dual Credit/Enrollment Advisory Committee to be established; policy and procedure to be updated; processes to be streamlined for efficiencies and effectiveness

Policy – IV-100 Testing Center Proctoring Services for Non-SCC Students; Procedure: IV-10.19 Make-Up Testing; Procedure: IV-100.1 Testing Center Proctoring Services for Non-SCC Students

- Proposed changes to the policy and procedures were reviewed
- Additional changes to be made were suggested by AA staff
- Final revised documents will be submitted to the

	Executive Council for their approval			
2. New Business	<p><u>FPMS Deadlines</u></p> <ul style="list-style-type: none"> • FPMS for 9-month faculty should be completed by April 30, 2010 • FPMS for 9+3 faculty are due by July 1, 2010 <p><u>Annual Departmental Planning Sheet</u></p> <ul style="list-style-type: none"> • Handout distributed from York Technical College <ul style="list-style-type: none"> ➤ AA Staff were asked to review and be prepared to discuss at next meeting ➤ Is this something that SCC could benefit from implementing? 			
3. Sharing	<p><u>Rita Melton</u></p> <ul style="list-style-type: none"> • All of the December 2009 graduates of the Associate Degree in Applied Science - Nursing passed the licensure exam (NCLEX-RN); first time for 100% • Health and Human Services Division has a 100% pass rate on all national registry, certification and licensure exams as of March 2010 <p><u>Barbara Wilson</u></p> <ul style="list-style-type: none"> • <i>Ready-Set-College</i> for Swofford Career Center is scheduled for March 20, 2010 • No date has been determined for Union • <i>Ready-Set-College</i> at R. D. Anderson was successful • Feasibility of having a summer camp on SCC campus is again under investigation; Barbara Wilson will check for funding through grants 			
Adjournment	<p>There being no further business or discussion, the meeting was adjourned: 4:10 p.m.</p> <p>Submitted by:</p> <p>Shirley Cohen CPS</p>			

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