

ACADEMIC AFFAIRS STAFF MEETING MINUTES

Meeting Date: July 19, 2010

Location: Commissioners' Dining Room

Time: 2:30 p.m.

Present:

Pam Hagan
Mark Roseveare
Barbara Wilson
Lynn Dale
Sandy Winkler
Daryl Smith
Sherry Vaughn
Rita Melton
Faye Perry

Members Absent:

Guests:

Shirley Cohen
Kathy Bryant

<p>Key:: <i>C – Completed</i> <i>IP – In Process</i> <i>I - Information</i> <i>CF – Carried Forward</i></p>	<p style="color: red;">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>Draft Annual Departmental Planning Sheet (YTC)</u></p> <ul style="list-style-type: none"> • General discussion of pros and cons of form and its modification for SCC use • Discussion included calendar timeline for next academic year • The suggestion was made to consider integration of the planning sheet into the College-wide [academic/program] planning document currently used each fall as opposed to having one more form to deal with <p><u>Noel Levitz Student Satisfaction Survey-Results of Focus Groups</u></p> <ul style="list-style-type: none"> • Will be reviewed over several AA staff meetings 	<p>Sherry to share at EC for discussion of possible integration</p>	<p>IP</p> <p>CF</p>	

<p>2. New Business</p>	<p><u>Equipment PO Release – Faye Perry</u></p> <ul style="list-style-type: none"> • Ms. Perry requested that she be copied on all equipment PO release e-mails. <p><u>Meeting with Jim Frieze – Sherry Vaughn</u></p> <ul style="list-style-type: none"> • Mr. Frieze is a member of the Education Round Table, a group developed to identify major challenges facing Cherokee County employers in the area of education • The following issues were determined to be the greatest education/workforce issues in Cherokee County: <ul style="list-style-type: none"> ➤ Sense of apathy and entitlement ➤ 33% of adult residents have no HS Diploma or GED ➤ Poor “soft skills” (communication skills and personal traits) ➤ Up to 50% failure rate on drug screening ➤ Increased need for earlier career awareness ➤ Need for localized engineering courses • Upstate Workforce Investment Board has purchased a training program to address the “soft skills” issue that will soon be initiated • AA Staff group discussion as to how SCC includes soft skills training in current courses/programs • Discussed possible strategies for continued improvement <p><u>Syllabus – Sherry Vaughn</u></p> <ul style="list-style-type: none"> • Dr. Jones requested feedback from the AA group on having the “grade review process” added to the syllabus • Group felt this request would need to be addressed by the Faculty Board <p><u>Enrollment Committee Discussions – Barbara Wilson</u></p> <ul style="list-style-type: none"> • Ms. Wilson discussed issues brought up at the meeting by Dr. Jones: <ul style="list-style-type: none"> ➤ Section management ➤ Wait list ➤ Need to increase the number of online courses ➤ Options that are available on Datatel to assist with section management that are currently not being used • Group discussion followed on how each issue is currently being handled 	<p>Daryl Smith to follow up with Jim Frieze to share AA discussion</p>	<p>I</p> <p>I</p> <p>IP</p> <p>I</p>	<p>Daryl Smith</p>
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	<ul style="list-style-type: none"> Ms. Vaughn to notify Dr. Jones of findings and to request that deans and department chairs meet with Enrollment Committee to discuss these issues in more detail 	E-mail to be sent to Dr. Jones and Ron Jackson, Chair of Enrollment Management Committee	IP	Sherry Vaughn
Handout	<ul style="list-style-type: none"> <u>Flower Fund Balance Update – Faye Perry</u> <ul style="list-style-type: none"> ➤ Handout distributed 		I	
Adjournment	<p>Next meeting is scheduled for August 16th at 2:30 in SSB 315</p> <p>There being no further business or discussion, the meeting was adjourned:</p> <p>Submitted by:</p> <p>Faye Perry</p> <p><i>Faye Perry</i> Administrative Assistant</p> <hr/> <p>Meeting Chair:</p> <p><i>Sherry Vaughn, VP of Academic Affairs</i></p>			