

## ACADEMIC AFFAIRS STAFF MEETING MINUTES

**Meeting Date:** August 23, 2010

**Location:** SSB 315

**Time:** 2:30 p.m.

**Present:**

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

**Members Absent:**

Rita Melton

**Guests:**

Tina Reid

<p><b>Key::</b> <i>C – Completed</i> <i>IP – In Process</i> <i>I - Information</i> <i>CF – Carried Forward</i></p>	<p style="color: red;"><b>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.</b></p>			
Item Discussed	Discussion	Action/Recommendations	Status	Follow-Up
<p><b>1. Old Business</b></p>	<p><b><u>EC Updates – Sherry Vaughn</u></b></p> <ul style="list-style-type: none"> <li>• Ms. Vaughn informed the group that this agenda item would be changed in the future to EC Questions/Concerns. She encouraged the group to carefully read the EC minutes as they are posted.</li> </ul> <p><b><u>Draft Annual Department Planning Sheet (YTC) – Update</u></b></p> <ul style="list-style-type: none"> <li>• Consideration still being given to design new form or incorporate into the current planning document</li> </ul> <p><b><u>Noel Levitz Student Satisfaction Survey-Results of Focus Groups</u></b></p> <ul style="list-style-type: none"> <li>• Will be reviewed over several AA staff meetings</li> </ul>	<p>S. Vaughn</p> <p>S. Vaughn</p>	<p>I</p> <p>IP</p> <p>IP</p>	

<p><b>2. New Business</b></p>	<p><b><u>Graduate Exit Survey –Sherry Vaughn</u></b></p> <ul style="list-style-type: none"> <li>• Deferred to next meeting</li> </ul> <p><b><u>Accreditation Celebration – Sherry Vaughn</u></b></p> <ul style="list-style-type: none"> <li>• Ms. Vaughn discussed an accreditation celebration proposed by Dr. Jones</li> <li>• Once formal letter is received, department chair/dean would work with President’s office to plan a celebration which would include key people, students and faculty of program</li> <li>• Dr. Jones’ office will cover the cost of this celebration</li> <li>• Celebrations will be planned going back to first of 2010 and possibly the entire 09/10 academic year.</li> <li>• Ms. Vaughn asked deans to go back and check their records and work with the President’s office to set up these celebrations</li> <li>• Also, in the future formal announcements will be made at the College Wide monthly meetings</li> <li>• Discussion was held on how areas involved could better publicize their reaccreditations</li> <li>• Request was made for the development of a timeline that would list programs that require accreditation and when their next site team visit would be</li> </ul> <p><b><u>New Grade book System (Datatel) – Sherry Vaughn</u></b></p> <ul style="list-style-type: none"> <li>• Presently there are three possibilities for keeping grades on this campus: grade keeper, the grade book system through Datatel, and Blackboard</li> <li>• Dr. Jones has inquired if it is possible to have one standard way to keep grades at the College and, if so, how can we direct all traffic to that one system</li> <li>• Ms. Vaughn requested members to go back to their faculty and discuss this issue and bring those discussions back to this group at a later date</li> </ul>	<p>Individual department chair/dean</p> <p>Deans</p> <p>To be placed on agenda for next meeting</p> <p>AA staff group</p>	<p>CF</p> <p>IP</p> <p>IP</p> <p>IP</p> <p>IP</p>	
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