



Planning and Accountability Committee Minutes
January 11, 2008
1:30 p.m. – 3:30 p.m.

Dr. Myrtes Green
Dr. Randy Glaze
Dr. Cynthia Anthony
Dr. Sherri Davis
Dr. Charles Murray

The Committee discussed:

- The Regional Workforce Development Council, the Career Ready Assessment Funds and the One Stop Career Center memorandums were shared. Discussion surrounding the coordination of WorkKeys was raised. *Question:* Do we need one WorkKeys person to coordinate all efforts? We need to look at all of the areas that need WorkKeys and come up with a plan. **ACTION ITEM:** We need to make a determination about how to best coordinate WorkKeys on campus. Dr. Davis will discuss with Dr. Crawford who is responsible for overseeing this matter and making a recommendation as to how to proceed.
- The recommended SACS/COC Team Composition was discussed and approved. Dr. Green will share the composition in detail with the Administrative Cabinet at its next meeting. Under each team listed, a highlighted listing of the principles and philosophy of accreditation was listed. The President wants broad-based involvement in preparation for the SACS visit.
- The QEP survey results from the community, staff, faculty and students will be shared with the Administrative Cabinet. The Committee agreed that Project “C” would serve as a starting focus of the QEP topic along with the second runner-up topic (Project “A”). The QEP Team will have to refine the topic to merge the two projects into one. It was also determined that QEP Subcommittees need to be set-up as well.
- *Weave Online:* Dr. Green, Anthony and Davis will be uploading the rest of the faculty in the system. They will be working on this next week.
- The *Fact Book*. It was determined that Dr. Glaze is responsible for the Fact Book, not the Planning and Accountability Committee (as noted as part of their responsibilities as a committee). **ACTION ITEM:** VP Crawford will be asked to remove the statement from the Committee’s charge on page 13 of the committee listing.

- The faculty and student engagement surveys will be implemented this spring. A timeline was shared with the Administrative Cabinet members. A webinar will be held Wednesday, January 16, 2008. Staff listings will not be included. Student surveys will be completed in class with paper and pencil.
- Faculty Credentials Audit: Deans & Associate Deans will conduct an internal audit in from February – March 2008.
- The pre-registered goal of 2000 was met. On December 21, 2007, 2070 students were pre-registered in the system. The registration numbers were shared and reviewed. 3,483 enrolled: 2075 paid; 1408 pre-registered.

Minutes recorded by Sherri Davis
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