



**Administrative Cabinet Minutes
Dr. Perry W. Ward Technology Building
Presidential Conference Room**

Dr. Perry W. Ward, Presiding

**Monday, April 21, 2008
2:00 p.m. – 5:30 p.m.**

Attendees

Dr. Perry W. Ward
Dr. Myrtes Green
Dr. Bruce Crawford
Mrs. Charlsie Cook
Dr. Randy Glaze
Dr. Cynthia Anthony
Dr. Charles Murray
Dr. Sherri Davis

President's Office

On July 23, 2008, the Chancellor will visit the Donaldson Correctional Facility.

Ethics (Economic Disclosure) forms are due. All forms should be submitted before the April 30, 2008 deadline. Administrative Cabinet members were reminded of the deadline and asked to communicate this deadline to those they supervise who qualify for submission.

There will be an organization coming in that will deal with Team Focus. The college is currently working on a tentative contract / agreement for possible adoption.

An institutional team profile (from ACHE) was shared with the Administrative Cabinet. The information contained in the document is very substantive and useful. Administrative Cabinet members were asked to review the data via ACHE's website.

Background Checks: We have to send a listing of all personnel before May 8, 2008 (tentatively). Discussion (on the post-secondary level) surrounding whether or not we will have to charge Work Study students \$45 for a background check is still being worked out through post-secondary. As a team, we have to decide who we plan to cover (i.e., fall instructors only, spring and fall, etc...). **ACTION ITEM:** See if Fed Voc., Title III, etc...can pay for background checks for those individuals that fall under specific federal programs. Crews will handle this and report back to the Administrative Cabinet.

COC SACS Compliance Team Reports are due May 1, 2003.

Weave Online information is currently being uploaded for the 2005-2006 school year.

Instructional Services

Educational Support Services:

Procedure Manuals: Procedure manuals should be submitted electronically by Thursday, May 1, 2008.

Institutional Management Plan: Respective sections of the Institutional Management Plan were forwarded to appropriate administrators after the last cabinet meeting. Completed information should be submitted by Thursday, May 1, 2008.

CCFSSW Surveys: Currently, we have 60% of our instructors who have responded to the survey. Approximately 20% of those not responding are full-time faculty (the others are part-time faculty members).

End of Semester Surveys: Surveys were active on Wednesday, April 16, 2008. Please encourage staff in respective areas to respond to surveys.

Blackboard: We have been notified of a new release for Blackboard. The release contains a number of significant changes that will probably require additional training. Web materials related to the new release have been shared with Dr. Crawford, Dr. Davis and Dr. Milton. A determination needs to be made regarding the timing of the installation of the release.

ACTION ITEM: Prior to the Blackboard release, Dr. Davis will ask Dr. Milton to send out a reminder (via Blackboard) for faculty members to back-up their Blackboard files.

Discussion surrounding shared policies (those policies that are applicable to more than one division) need to be cross-walked (reviewed by all relevant divisions). Such shared policies need to be updated in the same manner and read the same way.

Institutional Policy Manual: The Institutional Policy Manual has been updated. The manual is displayed (by sections) on the L-Drive in a folder entitled *Policy and Procedures*. The pages are numbered; however, the table of contents for each section is not updated because of pending policy changes on the state level.

Career Technical Programs

On May the 7th, *Snap On* is inviting dealerships and high school instructors to come on campus and tour our facility. Career Technical is expected to have a high turn out for this event.

Dr. Murray, Mr. Sledge and Ms. Ekundayo met in preparation for Athethia House regarding the creation of the Memorandum of Understanding.

Academic Affairs

The fall schedule will be available on the website this week.

Academic Affairs is currently working on a webpage insert that will highlight the division and link to distance education offerings.

Currently, Department Chairs are conducting end-of-the-year evaluations. Evaluation instruments (on the L-Drive) have been updated. A notice regarding evaluation deadlines was sent.

Faculty and student surveys (CCSSE and CCFSSSE) as well as end of course evaluations are currently being conducted. Deans and Department Chairs have been provided with the list of non-compliant faculty. Letters went out from the VP's Office for those faculty members who had less than 40% of their students who participated in end-of-course evaluations.

Dr. Davis addressed concerns about email. We still have some individuals who do not have email accounts or whom fail to read email on a daily or tri-weekly basis. We need to address this through another email campaign next fall.

Instructional Services Update:

The Vice President shared an email notice he sent to all faculty regarding last minute reminders and important upcoming dates.

The NSF (Step-up) visit is next week. The agenda (tentative) was shared with the Administrative Cabinet. A campaign floor advertisement was also shared with the team.

Professional Development Committee met last week. We will double-check on the evaluations (from the previous fall term) and assess them.

Job announcements are out.

Prison Graduation: We had 115 graduates. Mr. Graves was noted for doing an outstanding job with our GED graduates.

Administrative & Student Services

Student Services

Randy Gull (from OCR) was here and has completed his section of the audit. The actual report will not be made until next year; it is a 2-year cycle.

The Graduates' Banquet is currently being planned and all is going well. Carolyn Henley will be the speaker.

Dr. Anthony and Chief Williams are on post-secondary's safety and security team. The next meeting will be May 7th, 2008 (tentative date).

The Yearly Graduate Report was shared with the Administrative Cabinet. We have 607 completers (minus 94 summer completers).

Registration numbers for the summer term: Admissions is getting transient approval letters daily. We have 942 students pre-registered for the summer. Last year, at the end of term, we had 1800 students in the summer program altogether.

Work study will end soon. We will not offer any Work Study this summer. **ACTION ITEM:** Dr. Anthony was asked to speak with Cassandra Matthews regarding expending all dollars.

Student Life

Graduation Update: We have a speaker (Judge Helen Shores Lee). We have received invitations. We are still updating the graduation list. This week, a first draft of the program is going to the printer. It was stated that the list of graduates (as they are updated) may not be participating in graduating.

Dr. Ward requested that we revamp the process for applying to graduation in such a way that it flows better and becomes less “taxing” of a process.

Thursday, April 24th is the Athletic Banquet.

May 6th and 8th Student Life will be conducting the graduates rehearsal in the gym.

Administrative Services--Divisional (Updates/Issues)

Budget hearings are this week.

End of Minutes
Minutes recorded by Sherri Davis
April 21, 2008