



Shared Governance Minutes

10.08.2020

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Curphy, Dr. Price, Dr. Shelby, Dr. Nicolaidis, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Beth Crowe

Agenda Items:

- 1. Call to Order**
- 2. ACEN - Dr. Curphy**
- 3. Spring schedule plans - Faculty**
- 4. Student participation with Zoom classes concerns - Faculty**
- 5. COVID rate on those quarantined - Faculty**
- 6. HLC preparation - Faculty**

Adjourn



Shared Governance Minutes

10.08.2020

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Curphy, Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Beth Crowe

Approval of September 10, 2020 minutes

A motion was made by Dr. Nicolaides and seconded by Connie McGinnis to approve the minutes.

Agenda Items:

1. Call to Order

2. ACEN - Dr. Curphy

- ACEN due spring 2022 with the self-study due 6 weeks prior to visit.
- Tuesday afternoons have been designated as a time for nursing meetings.
- The loss of 3 fulltime nursing faculty has made the process challenging.
- Sabrina will help with data collection until IR person is hired. Dr. Curphy will submit a list of data needed to Dr. Taylor.

3. Spring schedule plans - Faculty

- Faculty have concerns if they do not receive a spring break.
- Dr. Nicolaides also stated any changes to students can throw students learning progress off.
- Dr. Taylor's process is to prioritize students and faculty. At this time the spring schedule will stay the same.

4. Student participation with Zoom classes concerns - Faculty

- Faculty have discussed the issues they are having with students and Zoom.
 - Students log-in but do not participate.



- Students turn off camera
- Students working while attending class
- Dr. Nicolaides stated, “Student success is a threat due to the lack of face to face learning.”
- Dr. Price is working with advisors and faculty to keep communication with students that are struggling, “two-part touch.”
- Dr. Curphy will meet with Division Chairs to create a plan to keep students engaged.
- Retention Alerts are being designed to let faculty know advisors are in contact with students.
- Dr. Taylor asked if faculty had researched how to engage students via Zoom. Phyllis noted Rob has done a great job sending out information to engage students when using Zoom
- Dr. Taylor offered a Professional Development Seminar to help students engage via Zoom. Dr. Taylor stated, “We cannot walk away from Zoom in a COVID environment.”
- Dr. Taylor has asked Ian to have the faculty do a self-evaluation and determine their needs by next Shared Governance meeting.
- Dr. Price, Dr. Curphy, Rob and some faculty will create a video to help engage students.

5. COVID rate on those quarantined – Faculty

- Dr. Nicolaides asked if faculty could be made aware of the number of those in quarantine. He stated, “We are not asking for names, but numbers.”
- According to Dr. Shelby at this time we have had 24 positive cases as of July 1, 2020.
- The Committee agreed Dr. Shelby’s excused student absence list was helpful.
- Dr. Taylor discussed the effect COVID has had on our athletics, but he hopes to schedule a few scrimmages in the spring.

6. HLC preparation – Faculty

- our HLC site visit is November 2021.
- Argument will be this summer
- Dr. Curphy will meet with Dr. Taylor to discuss the last site visit and finding.
- A spring retreat for the Board is being planned. An introduction to Policy Governance Principals will be discussed.



Adjourned at 11:25 a.m.



Shared Governance Agenda

11.05.2020

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Curphy, Dr. Price, Dr. Shelby, Dr. Nicolaidis, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Beth Crowe

Agenda Items:

- 1. Call to Order**
- 2. Interview committees and faculty representation - Dr. Thornsberry**
- 3. Intersession classes - Dr. Thornsberry**
- 4. Retention of online students- Dr. Thornsberry**
- 5. Plan for the spring semester - Dr. Thornsberry**
- 6. Representation from the support staff (Shared Governance) - Dr. Shelby**
- 7. Policy Development - Dr. Taylor**
 - a. Board Staff Communication Policy (Board Operations)**
 - b. Fund Balance Policy (Financial)**
 - c. Title IX Policy (Human Resource)**
 - d. Service Bid Policy (Financial)**
 - e. Expressive Activity & Commercial Solicitation (General)**

8. SAAC Report:

After SAAC members met and worked with various programs across the institution during the annual "Assessment Professional Development" held October 9, there are 27 FY21 program CQI planning documents entered and uploaded into WEAVE. Currently, the committee has 12 FY@! CQIs still to be entered with the knowledge of 2 other programs entering data individually.

Of the 27 FY21 program planning sources, 8 are co-curricular programs: Ambassadors, Athletics, College Bowl, Cosmetology, eSports, Phi Beta Lambda, Phi Theta Kappa and Student Senate. The SAAC forwarded information related to co-curricular guided pathway assessment provided from AACU to SCC administrators for discussion.



Faculty have begun to create and enter course Core Competency Assessment data (Institutional General Education SLOs) for fall 2020 semester into WEAVE. CTE programs have worked to create PLOs - Program Learning Outcomes (SCC term objectives) to be listed in the College Catalog and the updated SCC website.

Adjourn



Shared Governance Minutes

11.05.2020

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Curphy, Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Beth Crowe

Absent: Connie McGinnis

Approval of October 8, 2020 minutes

A motion was made by Dr. Nicolaides and seconded by Kristin Shelby to approve the minutes.

Agenda Items:

1. Call to Order

2. Interview committees and faculty representation

Faculty would like to be included in more committees. The concern from faculty is that staff are represented, but faculty are not being represented in all committee areas.

Action: Dr. Taylor will be restructuring committees. Dr. Taylor would like to talk to faculty about their role in Shared Governance. He will also send out a definition of Shared Governance. The hope is this will begin a conversation and clear up any miscommunication about what Shared Governance is and who should be represented within Shared Governance.

3. Intersession classes

A possibility is to offer 8-day 5-hour transfer classes. Dr. Taylor discussed the classes that historically work best, i.e. Econ and business, but those that do not are classes with labs, and CTE classes. Potential students that we should target would be those that need to make up a class or baccalaureate transfer students. Dr. Taylor applauded faculty for stepping up and working on a plan to make this happen.



Action: Jean Ellen will work with Student Services to work out details. Dr. Curphy will work with Jean Ellen on an intersession timeline.

4. Retention of online students

Many of the students responded and completed assignments prior to midterms, but have now stopped responding. Dr. Taylor commented that we cannot lower our standards. We need to adapt the philosophy, "Help our community set high standards and help students succeed."

Action: Faculty continue to send out Retention Alerts. Request Retention Committee to look at this problem. Possibly use Geer funds and Delta Health Grant to pay for tutors.

5. Plan for the spring semester

The goal is to have face to face classes in the spring, but decisions can change based on the Governor's orders.

Action: Dr. Taylor will send out an update within the next week outlining our spring semester.

6. Representation from the support staff (Shared Governance)

Dr. Shelby suggested we need more support staff represented in Shared Governance. Based on the last HLC visit Shared Governance needs defining and possibly restructuring.

Action: Dr. Taylor will create a definition of Shared Governance to make sure we as a college understand what Shared Governance is and who is to be a part of the committee. He will present the definition at the December Shared Governance meeting.

7. Policy Development

Dr. Taylor discussed the Policy Development plan that he had discussed at the November 2, 2020, board meeting. The Board would like to remove a lot of the Procedures from Policies.

Action: over the next few months Dr. Taylor will work with various committees to update and write new Policies. Below is a listing of the Policies discussed. Dr. Taylor asked that Beth create a list of those that will take ownership of Policies within the Policy Manual.



- a. **Board Staff Communication Policy (Board Operations)**
- b. **Fund Balance Policy (Financial)**
- c. **Title IX Policy (Human Resource)**
- d. **Service Bid Policy (Financial)**
- e. **Expressive Activity & Commercial Solicitation (General)**

8. SAAC Report:

After SAAC members met and worked with various programs across the institution during the annual "Assessment Professional Development" held October 9, there are 27 FY21 program CQI planning documents entered and uploaded into WEAVE. Currently, the committee has 12 FY@! CQIs still to be entered with the knowledge of 2 other programs entering data individually.

Of the 27 FY21 program planning sources, 8 are co-curricular programs: Ambassadors, Athletics, College Bowl, Cosmetology, eSports, Phi Beta Lambda, Phi Theta Kappa and Student Senate. The SAAC forwarded information related to co-curricular guided pathway assessment provided from AACU to SCC administrators for discussion.

Faculty have begun to create and enter course Core Competency Assessment data (Institutional General Education SLOs) for fall 2020 semester into WEAVE. CTE programs have worked to create PLOs - Program Learning Outcomes (SCC term objectives) to be listed in the College Catalog and the updated SCC website.

Adjourn: 11:45

Next Meeting: December 3, 2020 at 10:00a.m.



Shared Governance Agenda

12.10.2020

1:30 p.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Curphy, Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Beth Crowe

Agenda Items:

- 1. Call to Order**
- 2. Academic Calendar - Dr. Curphy (Dr. Shelby)**
- 3. Working Definition/Shared Governance - Dr. Taylor**
- 4. Protocol, Plans, Timing of Dropping Low Enrollment Classes - Dr. Nicolaides**
- 5. Continuing to Improve Retention Alert - Dr. Nicolaides**
- 6. Consultant Firms Process/Faculty Surveys & Assistance - Dr. Nicolaides**

Adjourn



Shared Governance Minutes

12.10.2020

1:30 p.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Shelby, Dr. Nicolaidis, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Tina Dudley

Absent: Dr. Curphy, Dr. Price, Beth Crowe

Approval of November 5, 2020 minutes

Minutes were approved with the following corrections: ensure adding Dr. prior to Dr. Shelby's name; correct FY@! To FY21 within the first paragraph of the SAAC Report. Minutes were approved by all in attendance.

Agenda Items:

1. Call to Order

2. Academic Calendar

The Academic Calendar was shared with attendees prior to meeting. There were many items within the calendar requiring clarification, including: Professional Development Days & Convocation; adherence to Collective Bargaining agreement; and the intention of days (recruitment days, instructional days, etc.)

Other suggestions to consider for the calendar included: conflicting graduation dates (High School Diploma & SCC degree as well as Nursing and Pinning Ceremonies); a statement on the calendar as to how the college addresses days missed; and inclusion of any Intersession classes.

ACTION: Dr. Taylor will ask the committee to meet, reach a consensus and resubmit proposed Academic Calendar.

3. Working Definition of Shared Governance



Dr. Taylor shared a draft Shared Governance definition. This will serve as an introductory statement to the College and be used as a framework for setting up committees. Committees need to have a strategic purpose. This is a requirement by HLC.

Overall, the group was agreeable to the citing of policies, the philosophy of the definition and felt it was on track with best practices.

Communicating this definition to all staff and faculty, is best done via the College Council. However, there is no current Chair of the Council. Staff, Melinda Ashby did volunteer to continue on as interim chair, but this year is the term for a faculty member.

Action:

Dr. Nicolaidis will solicit a faculty volunteer to chair the College Council.

Dr. Nicolaidis and Dr. Taylor will hold an “open” meeting to solicit feedback by mid-March. Staff need representation as well and Dr. Shelby will provide staff suggestions to Dr. Taylor.

4. Protocol, Plans, Timing of Dropping Low Enrollment Classes

Dr. Nicolaidis expressed concerns regarding the timeframe to drop classes and overall student enrollment. Currently, students registering for classes must schedule an appointment with an advisor. There is no ability to register for classes online. Advisors are encouraged to reach out to students, including those who may have already missed appointments. With Dr. Price and Dr. Curphy absent from the call and based on just the calendar itself/timing, further discussion is needed during this challenging time.

Monica Brahler will be running a list to make sure that we do not drop a class that a student needs to graduate.

Action:

Phyllis Sander will compose a message, with review by Dr. Nicolaidis, to send to all Faculty regarding following up with students regarding Spring semester.

5. Continuing to Improve Retention Alerts

Dr. Nicolaidis posed the questions, “Is it beneficial to send an alert in the system regarding why a student did not pass with a D or better?” and “Would advisors want this?”



Dr. Taylor shared his idea with using technology, such as Beacon. Beacon operates much like a GPS, tying all current systems together, that generates an auto alert to students. However, this technology would require that all Faculty use the same “gradebook”.

6. Consultant Firms Process/Faculty Surveys & Assistance

Dr. Nicolaides noted the contract(s) brought before the Board during December 7, 2020, Board Meeting. Dr. Taylor clarified BeMac Consulting LLC who will provide Financial and College Operations Consulting services.

7. SAAC Report

Core Competency (Course Objectives) Assessment Forms are being entered into WEAVE for Fall 2020 semester with a deadline of December 16 for submission. Adjunct and dual credit instructors are submitting documentation to lead instructors as well as to the Assessment@shawneecc.edu email address.

CTE program areas are redefining PLOs to be aligned with Core Competencies and supported through the defined national CTE Career Clusters. PLOs will be submitted for discussion at the January 21, 2021 C&I meeting.

Phyllis Sander is preparing statistics for FY20 data to share at the January Convocation and update SCC Assessment link/pages on SCC website. Also, Phyllis will be working on a draft HLC report to share at January SAAC meeting.

SAAC members are preparing 5 Assessment terms EACH with definitions for the January 2021 SAAC meeting. SAAC members will begin sharing Assessment terminology bi-monthly in February to all internal stakeholders of the institution.

SAAC members requested all members be allowed to participate in the HLC Conference due to virtual delivery and lowered costs of travel and lodging.

Early Bird Rates: Register by February 15, 2021, for early bird rates. Rates will increase for standard registration February 16–April 4, 2021.



Tuesday, April 6–Friday, April 9

Registration Type	Early Bird Rate	Standard Rate	On-Site Rate
General Attendee – All Days	\$349	\$399	\$499

10 members (that are not administrators) = \$3,490

Action:

Phyllis Sander and Dr. Curphy to provide assessment update for January 2021 board meeting.

Adjourn: 3:20 p.m.

Next Meeting: January 14, 2020 at 10:00a.m.



Shared Governance Agenda

01/14/2021

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Curphy, Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Felicia Rouse Beth Crowe

Agenda Items:

1. Call to Order
2. Approve December 10th Minutes
3. Shared Governance Definition Status Update – Dr. Taylor
4. New Policy Template (see attachment) – Dr. Taylor
5. New Procedure Template (see attachment) – Dr. Taylor
6. Non-Discrimination and Harassment Policy (see attachment) – Dr. Taylor
7. Title IX Procedures (see attachment) – Dr. Price
8. Financial Aid Policy (see attachment) – Dr. Taylor
9. Financial Aid Procedures (see attachment) – Dr. Price
10. Procedures for Board Book (see attachment) – Dr. Taylor
11. COVID protocol: For my F2F class why can't we offer zoom as an option for some days? – Dr. Nicolaides
12. Dual credit: Some English and Calculus not up to par. – Dr. Nicolaides
13. Finances and Instructional Delivery: Considering Zoom, now as an option and financial pressures on the institution are the extension centers antiquated? – Dr. Nicolaides
14. SAAC Report:

Adjourn



Shared Governance Minutes

1.14.2021

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaidis, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Beth Crowe

Absent: Dr. Curphy

Approval of December 10, 2020 minutes

A motion was made by Phyllis Sander and seconded by Dr. Thornsberry to approve the minutes.

Agenda Items:

1. Call to Order

2. Shared Governance Definition Status Update

The committee responded that the definition is clear and overall identifies the purpose of Shared Governance.

Dr. Taylor asked Beth to share the definition with Felicia Rouse, Administrative Assistant to the VPAA. Felicia is the newest member to the Shared Governance Committee and she will represent the staff.

Communicating the definition to all staff and faculty, is best done via College Council. Dr. Nicolaidis shared with the committee that Jesse Smith-Fulia will Chair the College Council. Dr. Taylor asked that the College Council begin July 1, 2021. Until that time, Shared Governance will relay information to staff and faculty via committee member meetings.

Action: Dr. Nicolaidis will secure a meeting with the faculty to discuss the Shared Governance definition. He will provide feedback at the February Shared Governance meeting. Dr. Taylor will meet with Felicia and determine the best way to communicate the definition to staff.



3. New Policy Template (see attachment)

Dr. Taylor has created a new policy template to update the SCC Policy Manual per HLC standards. The new template will help differentiate between Administrative Policies and Board Policies. Dr. Price and Dr. Shelby are working together to develop policies. The policies will be shared with faculty and staff for feedback and approval before they are presented to the Board. The change log allows for revisions to be tracked.

Action: Share template with SCC faculty and staff. Create a Policy Board webpage. Dr. Taylor is working with Rob, Jonathan, and Beth to develop the webpage.

4. New Procedure Template (see attachment)

Dr. Taylor has also created a new procedure template. The template outlines the steps and flow when creating a new policy. The procedure template is necessary to illustrate how to tie the procedures to policies and provide ownership among procedure users. The procedures help SCC achieve goals and ensure compliance with HLC and ICCB.

Action: Share the template with SCC faculty and staff and request feedback.

5. Non-Discrimination and Harassment Policy (see attachment)

This Policy was presented to the Board at the January 11, 2021, Board Meeting. Dr. Taylor asked that the Policy be presented as a second read at the March Board Meeting. Faculty and staff can review and present changes or approval before the second read.

Action:

Faculty and staff will review changes and present at the February Shared Governance Meeting.

6. Title IX Procedures (see attachment)

New guidelines were released in 2017 for Title IX. Dr. Price and Dr. Shelby are working on updating Title IX policy. This Policy was also presented to the Board at the January 11, 2021, Board Meeting. Final read will go to the March Board Meeting.



Action:

Faculty and staff will review changes and provide feedback at the February Shared Governance Meeting. Policy will go to the Board of Trustees March Meeting for second read.

7. Financial Aid Policy (see attachment)

Earlier this year we were audited by the DOE and ISAC (first audit in 20 years). It was determined by both agencies that we must revise our current college policies, procedures, guidelines, and rules pertaining to the management of financial aid funds. Dr. Price and Dr. Capps are revising the current Financial Aid Policy. The updated Policy was presented to the Board at the January 11, 2021, Board Meeting.

Action:

Faculty and staff will review changes and provide feedback at the February Shared Governance Meeting.
Policy will go to the Board of Trustees March Meeting for second read.

8. Financial Aid Procedures (see attachment)

Dr. Taylor provided procedures and asked the committee to review them. It was asked how we move forward with approving the Procedure template and who should be on the review team. Dr. Taylor asked that the template be shared with faculty and staff. The Shared Governance Committee will provide feedback at the February meeting.

Action:

Share template with faculty and staff for feedback and discuss at the February Shared Governance Meeting.

9. Procedures for Board Book (see attachment)

Dr. Taylor created Procedures for the Board Book. The Procedure outlines the steps taken to create the monthly Board Book. Related policies, linked procedures, and related laws are included in the process. The Procedure also includes a Process Flow Chart. The Procedures set expectations for submission of agenda items, reports, and other necessary documents. The Board Book will eventually be posted on the webpage without the Executive Session, allowing for transparency among SCC employees and the community.

Action:

Implement procedure process by the March Board Meeting.



- 10. COVID protocol: For F2F class why can't we offer zoom as an option?**
Dr. Nicolaides discussed the possible need for Zoom to be offered as an option for F2F classes. The classes would be synchronous, but offer Zoom for students that cannot attend due to COVID symptoms or exposure.

Action:

Dr. Taylor, Dr. Nicolaides, and Dr. Curphy will meet to discuss the possibility of offering Zoom for F2F classes.

- 11. Dual credit: Some English and Calculus not up to par.**
Dr. Thornsberry relayed concern from faculty regarding dual credit classes. Feedback from certain dual credit locations has revealed that dual credit standards and expectations are not the same as those taught at SCC. It is important that instruction remains consistent between high school and the College. What are the state guidelines? How are dual credit instructors held accountable?

Action:

Dr. Shelby will review questions and report at the February Shared Governance Meeting.

- 12. Finances and Instructional Delivery: Considering Zoom, now as an option and financial pressures on the institution are the extension centers antiquated?**
This question will need further research and discussion.

Action: N/A

- 13. SAAC Report (see attachment)**

Adjourned at 11:55 a.m.



Shared Governance Agenda

02.18.2021

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Curphy, Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Felicia Rouse

Agenda Items:

- 1. Call to Order**
- 2. Pros/Cons of Zoom – Dr. Nicolaides**
- 3. Remote Day Determination** (other schools are making early decisions for news media and students are now expecting this) – **Dr. Nicolaides**
- 4. Graduation Ceremony – Dr. Nicolaides**

Adjourn



Shared Governance Minutes

02.18.21

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Dr. Curphy, Felicia Rouse

Approval of January 7th minutes

A motion was made by Dr. Thornsberry and seconded by Dr. Shelby to approve the minutes.

Agenda Items:

1. Call to Order

2. Pros/Cons of Zoom – Dr. Nicolaides

Dr. Nicolaides discussed that overall Faculty support Zoom. Recording classes and having them available for students that cannot attend class is an advantage. One disadvantage to Zoom is that students believe they can multitask and attend their Zoom class. Dr. Thornsberry noted the Zoom Protocol's Dr. Curphy and the Chairs created have been a great resource to share with students.

Dr. Taylor discussed the idea of having an institutional discussion on how we can create better on-line courses, that allow students to have an excellent experience while being challenged.

Phyllis added she teaches a lot of hybrid courses and has had continuous success. Her students interact and she does not have any issues with distractions.

Dr. Taylor suggested that we need better technology training. He also offered to host a meeting this summer to allow faculty and administration an opportunity to discuss philosophical and operational issues so we can redirect our teaching process and allow students the best learning



experience. Unless we adopt a philosophical plan and work together to implement it we will continue to have enrollment challenges.

Dr. Curphy discussed the College has been signed up to attend the Teaching and Leadership Conference via Zoom, April 28-30 2021. Faculty can attend for free. She encouraged faculty to take advantage of this great opportunity.

3. Remote Day Determination (other schools are making early decisions for news media and students are now expecting this) – **Dr. Nicolaides**

Dr. Taylor explained his thought process behind making the decision to cancel classes. His decisions stem from the value, that students benefit more from the campus being open. He uses two primary criteria for the decision – campus safety and weather forecast. He tries to make the decision as early as possible, typically around 5:30 a.m. The fact that we have 5 counties that feed into SCC complicates the decision to close or not to close. In January Dr. Taylor discussed Remote Learning - Remote Work and that it could not be an option because of the possibility that January Start students might not have the technology and training to participate. Also, staff might not have the equipment at home (not having anticipated closure) and our communication protocols and procedures were not ready. Dr. Taylor decided to try remote learning/remote work as a trial based off of input from Faculty and the administrative team. Dr. Taylor shared the following Zoom logs from 2/17/21:

- 74 Meetings in total, 68 were classes and 6 were administrative.
- 41 classes met 50m or more (potentially 27 didn't meet requisite time).
- 6 classes met 40-50m
- 3 classes met 30-40m
- 18 classes met for 30m or less (range from 30m to 16s)

4. Graduation Ceremony – Dr. Nicolaides

Dr. Taylor confirmed we will have in person graduation. Dr. Price explained a couple of scenarios related to graduation. If COVID protocols are the same we will have 2 identical ceremonies. The goal will be to keep the ceremonies to 1 hour. After each ceremony the gym and surrounding areas will be sanitized. Dr. Price added it will be an “all hands-on deck” event to celebrate our graduates.



5. SAAC Report – Phyllis Sander

SAAC Report for Shared Governance February 18, 2021. The Student Academic Assessment Committee met on February 9 to review relevance of SCC Core Competencies (Institutional SLOs). Specific attention was given to Global and Cultural Awareness and Personal Growth and Responsibility. SAAC members wanted to defend the *Current* verbiage of Diversity and Inclusion was being measured with these TWO Core Competencies. SAAC recognizes the need for SCC to provide (HLC Criterion III) opportunities to learn about diversity and to apply to real-life situations. The SAAC determined that Global and Cultural Awareness and Personal Growth and Responsibility met the determined student learning to meet the SCC Mission. Tweaks to wordage was suggested and will be reviewed by the committee at the February 25 meeting.

Additional courses were identified to collect data based on Objectives for the course in relation to the Global and Cultural Awareness Core Competency and have been included in the GenEd CQI for FY21. Also, the co-curricular group, Ambassadors, will be providing FY21 data related to Global and Cultural Awareness and Personal Growth and Responsibility from the members participation in the New York Times audio series “1619 The Long Shadow of American Slavery”.

SAAC is promoting monthly, from February 2021 until the HLC visit, ASSESSMENT conversations (idea taken from conversation hearts for Valentine’s Day) where terms or procedures are detailed as a reminder of SCC Assessment processes. Coming to a SCC mailbox near you will be the first terms: OBJECTIVE and MEASURE along with an illustration where these are recorded for a Program/Department/Course in the Assessment Planning and Analysis progressions.

6. Policies – Dr Taylor

Prior to the March Shared Governance meeting Dr. Taylor will send out about 6 policies for the Committee to review. Dr Taylor would like the Policies to go to the April Board Meeting.

Adjourned 10:45 a.m.



Shared Governance Minutes

03.04.21

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Dr. Curphy, Felicia Rouse

Agenda Items:

1. Call to Order
2. HLC Monitoring Report writing team - Dr. Taylor
3. Temporary Shared Governance Approval Process - Dr. Taylor
4. Non-Discrimination & Harassment Policy Update - Dr. Taylor
5. Financial Aid Policy Update - Dr. Taylor
6. DRAFT Financial Operations Board Policy Review
 - a. Asset Protection
 - b. Budget Forecasting, Development, & Adoption
 - c. Financial Condition
7. Draft Financial Operations Administrative Policy & Procedures
 - a. Bonds and Indebtedness
 - b. Budget Development and Adoption
 - c. Management of Financial Reserves
 - d. Selection of Accounting Firm for College
8. Zoom Statistics: general feedback from faculty - Dr. Nicolaides
9. Variations of student performance for different class sections, semesters, and delivery formats
10. Faculty driven tutoring over Zoom: How can we set that up and market that option- Dr. Nicolaides
11. Purpose of Strategic Planning meeting March 18th - Dr. Nicolaides
12. Addition or replacement to Shared Governance, Kayla Saurbrunn- Phyllis Sander

Adjourn



Shared Governance Minutes

03.04.21

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaidis, Phyllis Sander, Connie McGinnis, Dr. Curphy, Felicia Rouse Guest: Brad McCormick Absent: Dr. Thornsberry

Agenda Items:

1. Call to Order

Dr. Taylor called the meeting to order at 10:07 am. Phyllis made a motion to approve the minutes with a second by Dr. Shelby; all were in favor and the motion carried.

2. HLC Monitoring Report Writing Team - Dr. Taylor

The HLC visit date is November 15 and 16. Dr. Taylor advised members to keep dates open as the HLC team will most likely want to talk with the Shared Governance committee regarding previous years' activities and any progression. Approximately 3-4 weeks prior to the visit date, HLC will send an agenda for any meetings. The self-report/Monitoring Report is due in September. Based on the timing of this report, requires much work over the summer. We want to show progress and hopefully by this time, we will have documentation and areas of progress to share that will satisfy them.

Dr. Taylor will take point on writing this report but will have a team hopefully put together over the next few weeks. Who needs to be on this team alongside Dr. Taylor and Dr. Shelby? Dr. Shelby added the team should have representation from every group. Drs. Nicolaidis and Thornsberry will be good and can speak to the evolution of Shared Governance. Phyllis will lead the Assessment component and Felicia will lead the Administrative side.



Dr. Taylor and Dr. Shelby will develop a timeline of progression for the report. The report should include where we started in the Shared Governance process compared to where we are now. It is important to show progress. Dr. Shelby emphasizes an environmental-climate survey; do we really know how people are feeling. Dr. Taylor would also include an institutional analysis/perception survey; how was it then? vs. how is it now? Dr. Taylor believes by showing data and engagements, we can respond to the institutional perception. Dr. Shelby enforced we should educate all staff as to how the College is responding to and addressing the visit before November. Dr. Taylor will include this communication within the timeline.

Items Requiring Action:

Beth will comprise an overview of the writing team and distribute.

Dr. Taylor, with input from Dr. Shelby, will develop a timeline of progression for the Monitoring Report.

3. Temporary Shared Governance Approval Process – Dr. Taylor

For the April Board of Trustees (BOT) meeting, Dr. Taylor will have a revised Shared Governance model as well as its implementation process. The current Shared Governance process is described as a “bottleneck” and suggested putting together documents within a Shared Drive with “read only” access with an assigned deadline for review/response. Faculty will send their responses to Dr. Nicolaides and staff will send theirs to Felicia. Dr. Nicolaides noted that the shared drive concept is beyond the scope of practice for some, but likes the accessibility factor and recognizes we have a great team to do it. The feedback will be organized based on the scope of expertise prior to the development of recommendations to the BOT.

Other avenues for document sharing included discussion of using Etrieve and Google Docs; both of these present with different issues. A Shared Drive is the go-to system with the assurance that IT will map the drive over the network so that staff/Faculty don’t have to do this process on their own.

Reflecting on the past, Dr. Nicolaides recalls Faculty desiring more input and representation on hiring committees. In addition, hiring committees should include a cross-representation of each employee group. Dr. Taylor added, when HLC hears comments such as this, they want the College to produce a



policy which supports hiring committee composition. Dr. Taylor acknowledges that we will fall short of showing progress since we have not had enough time for the new implementation process, however, we are showing good faith in our progress.

Dr. Price shared her idea that Shared Governance contains representation from all groups. That representation takes information and communicates it to their bigger group, then brings that feedback back to the Shared Governance committee. Dr. Taylor stated that is the fundamental idea. Dr. Price asked, “How is this communication sharing and feedback documented?” Are there minutes? And is there a systematic way they are archived for future reference?

Operationally speaking, we have not been consistent with minute-taking, but we are progressing. Each committee including those at the academic level, should be evaluating their committee structure to address this concern. Dr. Curphy added her team (operational for instruction) meets monthly and consists of chairs, deans and directors and now includes center directors.

Dr. Price and Dr. Shelby agree that communication/feedback, having gone “full-circle”, impacts transparency and minutes are extremely important since they are used as back-up for policy changes, etc. Dr. Nicolaidis notes that as we move forward, he has no doubt we will do fine on our visit

Items Requiring Action:

Beth will work on development of the shared drive by submitting a request to the IT department.

4. Non-Discrimination & Harassment Policy Update – Dr. Taylor

Dr. Nicolaidis shared that he had no feedback from Faculty. Phyllis also added that she had presented this, on two occasions to Faculty groups and there was no feedback.

Felicia predicts no issues with staff feedback.

Dr. Taylor will move forward with a second read during the April BOT meeting.



Items Requiring Action:

Alert Dr. Taylor if there is feedback from Faculty and staff prior to next Thursday.

5. Financial Aid Policy Update – Dr. Taylor

Dr. Nicolaides shared that he had no feedback from Faculty. Phyllis also added that she had presented this, on two occasions to Faculty groups and there was no feedback.

Felicia predicts no issues with staff feedback.

Dr. Taylor will move forward with a second read during the April BOT meeting.

Items Requiring Action:

Alert Dr. Taylor if there is feedback from Faculty and staff prior to next Thursday.

6. DRAFT Financial Operations Board Policy Review – Dr. Taylor

Dr. Nicolaides acknowledged the Board Policies and Administrative Policies were presented as a formal, well-prepared plan, and spoke to the usual business of the College. Dr. Taylor stated these intentional recommendations were taking the place of a litany of current policies. Board Policies may include 50-60 direct policies whereas the Administrative Policies may be upwards of hundreds. Dr. Taylor has developed definitions for both for all to understand which includes Board, Administrative, Guidelines and Procedures. Phyllis commented she appreciated the clarity and she will carry this over to her Divisions.

- a. Asset Protection
There were no comments or questions

- b. Budget Forecasting, Development, & Adoption
There were no comments or questions



c. Financial Condition

The $\frac{3}{4}$ Board Approval notation was questioned. Was this different? Dr. Taylor responded that there was no current College policy related to an exact number and that $\frac{3}{4}$ may be changed to a whole number for clarity. The $\frac{3}{4}$ guideline is driven by State law. Brad also mentioned, without getting into fine details, that the number of Trustees voting for approvals of spending are fluid depending on the nuances of certain threshold parameters.

Items Requiring Action:

Dr. Taylor will draft his definitions of Board and Administrative Policies by next Shared Governance meeting.

7. Draft Financial Operations Administrative Policy & Procedures – Dr. Taylor

a. Bonds and Indebtedness

Dr. Nicolaides inquired if this was in response to the bond that was taken out a few years ago. Dr. Taylor and Brad responded that this was not in direct response, however is now added to have guidance.

b. Budget Development and Adoption

Dr. Curphy inquired about the timeline and the potential for moving it to allow extra time for input from her team. Brad indicated the timeline really just allowed for memorandums being sent as an alert to be proactive and preparatory with budget development. In addition, during the period July through January, each department should include budget allocation adjustments as part of their meetings.

Dr. Taylor mentioned that the revisions to the Strategic Plan will be dramatic; adding goals, objectives and resourcing. We want the BOT to be aware in case of budget allocation needs.

c. Management of Financial Reserves

There were no comments or questions



- d. Selection of Accounting Firm for College
There were no comments or questions

8. Zoom Statistics: general feedback from faculty – Dr. Nicolaides

Dr. Nicolaides shared the varying Faculty comments related to the Zoom statistics and feels it is well worth exploring the different issues. While some Faculty were initially reactive, these statistics speak to an interesting modernization of teaching.

Dr. Taylor expressed that the decision for remote-learning in the midst of our inclement weather event was an avenue to identify those areas needing improvement, especially from a funding/ICCB perspective, and was never intended to “point fingers”.

Dr. Curphy stated there are many reasons why productivity, etc., were low. Class cancellation forms are completed by Felicia and maintained in a binder and used for tracking purposes. Dr. Taylor noted that there is a personnel side related to the different options available to different Faculty, such as the ability to make up classes versus missing classes.

9. Variations of student performance for different class sections, semesters, and delivery formats – Dr. Nicolaides

Dr. Nicolaides shared, from his teacher perspective, variations within his classes related to performance and pass rates. In his perspective, face-to-face classes are struggling more than usual. Because the composition within the classroom itself has changed, correlates to the overall struggles. It would be interesting to explore this among the multiple formats of teaching/learning. Dr. Curphy added that when students in high school, via dual-credit, are receiving general education classes, this results in the College not getting the students we would normally get. Also, by doing gen-ed classes while in high school, these students aren't as prepared coming to us; this is relevant in the Nursing program.

Dr. Nicolaides will be offering tutoring over Zoom after Spring Break and asks “How can we encourage other Faculty to do the same”? Students are afraid to ask questions in class. Maybe Faculty can set aside times where students can feel free to ask questions. When asked, Faculty have different



responses. Some are already doing, some are willing, Connie shared she has very low attendance during her twice weekly Zoom sessions and Nursing has very low attendance as well. Dr. Nicolaides set up assignments on ConnectCard but students are ignoring them.

Dr. Taylor expressed that these asks of Faculty, should come from the Faculty/grassroots level and not from an Administrative approach. Dr. Curphy expressed that we need a culture of tutoring and noted there are funds (from the Delta Health Grant and GEER) that can be spent on peer tutoring.

Dr. Taylor acknowledged that this sort of discussion is pertinent within Shared Governance and is how the College should operate in the future; by going through proper channels, having communication and devising recommendations. Afterwards, these can then be presented at a Cabinet meeting and would fall under the Strategic Goal of student retention and persistence. This would then be presented to the BOT who can then approve the resources needed to strengthen tutors.

Dr. Price added other industry best practices for improving student success included embedded tutoring. Phyllis mentioned that the Business, Occupational and Technical division has been setting up tutoring time for years, but can't keep tutors because they move on into employment. Tutoring options are different for all areas. Dr. Nicolaides will pursue ideas for tutoring and develop a structure (math/sciences) which may vary class to class.

Items Requiring Action

Dr. Curphy/Felicia set up meeting with tutoring/support system.

10. Faculty driven tutoring over Zoom: How can we set that up and market that option- Dr. Nicolaides

Dr. Nicolaides combined this agenda item discussion with the above agenda item, Variations of student performance for difference class sections, semesters and delivery formats.

11. Purpose of Strategic Planning meeting March 18th - Dr. Nicolaides



Dr. Nicolaides asked for clarification regarding the March 18 meeting so that he may convey to faculty.

Dr. Taylor, as part of his responsibility to the BOT, will be presenting them with a status of the institution. He hopes to do this at the May Board meeting. A BOT retreat is planned following this meeting, to discuss the Strategic Plan. In its current form, the Strategic Plan does not relate to improving teaching and learning and Dr. Taylor wants these to connect to the revised Strategic Plan. Unfortunately, our data is not “actionable” or sophisticated for this purpose.

Dr. Taylor desires to share this tool/revised Strategic Plan with Faculty to get a sense of how to build it. What are things we can do? What are the tools, the training we need for retention, enrollment, financial aid, etc.? Blending Faculty ideas through listening and understanding is integral in supporting the alignment of this structure. This is one of the first steps in a much longer process.

Dr. Taylor seeks input from Faculty first, Student Services second, Administrative Staff third and IT/Infrastructure/Facility fourth. Ultimately, elements of this report will be public, minus personnel related information.

Dr. Nicolaides shared that Faculty look forward to this model. Dr. Taylor gave an example as it relates to Student Services: 11 Key performance AREAS, with MEASURES and finally INDICATORS. One of the areas is Community Needs, i.e., professional development, programming. Dr. Taylor will use YouTube videos to share these ideas. Each of the 11 areas will have separate YouTube videos. Eventually all the information will be shared which will enhance infrastructure effectiveness while creating artifacts to show.

Items Requiring Action:

Dr. Taylor will email a list of questions so that Faculty can have time to form thoughts and responses.

12. Addition/Replacement to Shared Governance, Kayla Saurbrunn- Phyllis Sander

Phyllis noted that per FCA bylaws, each academic division has representation on the Executive Board and suggests Kayla Sauerbrunn be included in Shared Governance so the Allied Health Division is represented.



All agree that challenges exist, the larger a group gets, and it can become more complicated and cumbersome.

Dr. Curphy inquired if Kayla was an officer. Phyllis stated Kayla is an officer-at-large. Dr. Curphy suggested that who they actually vote on to be an Executive Board member should be based on which divisions they want represented. The Executive Board should be the avenue used for sharing communication.

Dr. Nicolaides suggests not altering the symmetry of the Shared Governance group, while Dr. Curphy suggests the possibility that Dr. Nicolaides sends out minutes (as part of information sharing) to all Faculty.

Dr. Price asked if she was delegated to communicate information to Staff. That role is given to Felicia. Dr. Taylor has a meeting scheduled with Staff in order to alert them to Felicia's role with Shared Governance and the information sharing feature.

Dr. Taylor feels strongly both ways, noting communication is important. He also does not want to intermingle Shared Governance with Faculty Association Groups. The Shared Governance structure will move into a new "working structure" and at that time, we will discuss the committee structure. At this time, it is not wise to add someone new. But, ultimately, the goal is to have better lines of communication.

13. Teaching and Learning Summit for Summer – Dr. Taylor

Addition to the agenda by Dr. Taylor, seeking feedback while revisiting thoughts on a teaching and learning summit. Dr. Nicolaides extends this is a great idea, however not to be held over the summer.

Dr. Taylor describes the purpose to spur ways to redesign our educational products based on the Generation Z students and adult student populations. Goals of student engagements by learning new styles of teaching and promoting creativity in overall programming. Dr. Taylor desires to identify new, innovative ideas for academic effectiveness.

Phyllis commented on her experience immediately after graduation in 2020 as she participated in a class related to Accessibility. She learned a great deal and feels we should offer a similar class to our faculty as well as market to groups such local school staff. This would need offered at the end of the semester in order to get good participation.



Dr. Taylor would prefer not to wait a year while Dr. Curphy notes this could be added to the in-service prior to beginning of Fall 2021 semester.

For college sustainability, we need to rethink what we do to maintain relevance. Our response to the external environment and changing economics will drive our effectiveness. The College will struggle if we don't learn and implement more effective strategies.

In closing, Dr. Taylor will not pursue planning a summer summit unless hearing later from Dr. Nicolaides and Faculty of a change in thought.

Adjourn meeting at 12:08 pm



Shared Governance Agenda

05.06.21

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Jean Ellen Boyd, Felicia Rouse

Agenda Items:

1. Call to Order
2. Approve Minutes
3. End of course surveys - Dr. Nicolaides
4. HLC communication (planning) - Dr. Nicolaides
5. Best time frames for increased faculty involvement - Dr. Nicolaides
6. Committee Template & Example - Dr. Taylor
7. Board Policy Development - Dr. Taylor
8. Future Administrative Policies - Dr. Taylor
 - a. Purchasing Policy
 - b. Fraud Prevention
 - c. Whistleblower
9. Future Procedures & Guidelines - Dr. Taylor
 - a. Purchasing

Adjourn



Shared Governance Minutes

05.06.21

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Felicia Rouse Absent: Jean Ellen Boyd

Agenda Items:

1. Call to Order

Dr. Taylor called the meeting to order at 10:06 am. Dr. Nicolaides made a motion to approve the minutes with a second by Dr. Shelby; all were in favor and the motion carried.

2. End of Course Surveys – Dr. Nicolaides

Dr. Nicolaides inquired about the survey that was sent out May 5. Because questions were prefaced with “Due to Covid...”, the survey may have been outdated. Dr. Nicolaides noted that Faculty could work with Dr. Teske related to survey design in order to “capture what we need” by providing the components that will address specific areas, with consideration to “where we want to go”.

Having received the civic engagement survey, Phyllis requested to know the overall objective. In order to respond with clear and valued data, the objective to any survey should be defined.

Dr. Nicolaides offered to work in concert with Dr. Teske in survey design. Phyllis indicated an Institutional Effectiveness Committee already exists.

Phyllis read the questions from the civic engagement survey noting it is difficult to provide reliable data when the objective is unknown. Some of the questions appear to be Human Resource (HR) related, as if it is a performance review. Or, is it to measure the different areas that we could promote?



Dr. Nicolaides shared his impression of the blanket impact to the College stating he wouldn't list all that he is involved in. Dr. Thornsberry suggested the Faculty Report provided each month to the BOT meeting could assist since it mentions all activities.

Dr. Taylor referred to the Institutional Effectiveness Assessment tool (located in the May Board Book). This instrument will be used to communicate the College's effectiveness in 3 different areas. Civic Development being one. Data is needed to demonstrate our strengths and weaknesses. This data will be shared with the Board of Trustees (BOT) who will then evaluate the College's status within the strategic plan. If there are areas needing improvement, it will provide the basis for additional requests for funding to support new strategies. Dr. Taylor shared that a Shared Governance Structure will be further developed over the summer months, and apologized for the lack of communication regarding the objective.

Phyllis thanked Dr. Taylor for clarifying the objective as Dr. Taylor apologized again and emphasized that the responses would not be used for anything personnel related. The data will only be de facto evidence for HLC. The collection of data is all connected to the model, as it further supports multiple areas.

Items Requiring Action:

Emphasize to Faculty, the data collected via the Civic Engagement Survey will not be used for anything personnel related and relay Dr. Taylor's apology. - Dr. Nicolaides

Communicate with Dr. Teske regarding clarifications/edits related to surveys - Dr. Taylor

3. HLC Communication (Planning) - Dr. Nicolaides

In preparation of ironing out dates and planning, Dr. Nicolaides will be teaching 2 Summer classes and would prefer to offer his contributions early.

Dr. Shelby stated that a rough timeline is located on the Shared Drive. There are no details, but she will fill in the BOT retreat dates as well as "invert" the timeline.



The self-report/Monitoring Report is due in September. Based on the timing of this report, requires much work over the summer. We want to show progress and hopefully by this time, we will have documentation and areas of progress to share that will satisfy them. Drs. Shelby and Taylor have acquired the assistance of Marie Jacamelli. Dr. Shelby has created a Google Drive to share documents with Marie, also providing bullet points and a timeline of progression since Dr. Taylor's hire to paint a landscape of what has been occurring.

All those on the HLC writing team (Drs. Nicolaides and Thornsberry, Phyllis Felicia) should ensure they have access to the drive.

Dr. Taylor will share the Shared Governance focus during the May 12 Assembly.

Items Requiring Action:

Alert Dr. Taylor if you do not have access to the Shared Drive/HLC. - All Members

Reach out to Beth for access to the BOT Memorandums that address the timeline - Dr. Shelby

Complete a timeline of progression for the Monitoring Report by May 7 - Dr. Shelby.

4. Timeframes for Faculty Involvement - Dr. Nicolaides

Dr. Nicolaides expressed that although faculty are not around during the Summer months, they desire to be included in the "big things". Faculty would provide greater participation, just not over the Summer.

Dr. Taylor understood the difficulty in balancing faculty engagement, however we are a year-round business. What are/how to, identify the "big things"? And how do we minimize the negative impact. Dr. Nicolaides referred to in-service trainings. Phyllis suggests "big things" include any upgrades to labs, Colleague, Moodle, etc.



Dr. Taylor shared that this is just an odd year in that with the changes to the Strategic Plan and preparation for HLC creating an increased number of activities to accomplish over the Summer. Also, the Strategic Plan team is not truly together and needs updating. Dr. Thornsberry mentioned he was Chair on the last team, and could provide insight.

Dr. Taylor shared the Annual Board Calendar, highlighting May/June/July. Dr. Nicolaides thanked Dr. Taylor for the share and providing clarity as we move into the summer months.

Items Requiring Action:

Ask Faculty for input as to “What are the big things” and share with Dr. Taylor – Dr. Nicolaides

Send the Annual Board Calendar to the Shared Governance members - Beth

5. Committee Template & Example – Dr. Taylor

Dr. Taylor shared the Draft, Charge Template. It is his vision that this organizational diagram be used to show how committees work together. Plus, it would include guidelines on the frequency of membership change.

Dr. Nicolaides inquired about an action plan to ensure follow-through on committee functions. Dr. Taylor shared the example, highlighting a potential Student Service Council. Explaining that each bullet point would note its purpose, i.e., Mission/Purpose; Reporting mechanism/frequency; and Associated committees (i.e., Commencement).

Dr. Taylor ask that each member review and provide input to ensure a comprehensive capture of each committee’s structure.

Phyllis expressed this is a great way to start, while Felicia and Connie concurred. Dr. Nicolaides inquired as to the best way to track a committee’s progress, since some months are better than others (College Council) while other committees have zero activity. Dr. Taylor spoke to the issue of accountability by making the Agenda and Minute Structure more effective as we move forward.



June 5, the BOT will have a Strategic Plan work day where the evaluation contains the Infrastructure Effective Measure which will have recommendations for improvement. These recommendations will be shared with the group for review, however this will be difficult over the Summer. The draft version should be ready by late July for implementation in August/September along with the Shared Governance Manual. All for presentation to HLC.

Phyllis asked if the current roster of committees will be kept. Dr. Taylor responded with “no”. Phyllis asked that this information be shared during the May 12 Assembly.

Dr. Taylor would like feedback from Members/their groups regarding this structure. Since he will be busy over the next 3-4 weeks with the BOT Retreat and Shared Governance Training, a quick turnaround is appreciated.

Items Requiring Action:

Please the Committee Charge and Example Committee Structure on the Policy Drive. – Dr. Taylor

Work with your teams outside of this group to get feedback by next month – All Members

Share this information during the May 12 Assembly. – Dr. Taylor

6. Board Policy Development – Dr. Taylor

The BOT Committee consists of Michael McMahan, Deborah Shelton-Yates and Andrea Witthoft. Dr. Taylor requests volunteers to be on the Administrative Team to work with the above on the 50-75 policies/by-laws. Most of these will be Board-related (as in how they will operate, to then operate the College). This Administrative team will pull from other Colleges policies, review those, and then revise based on best practices.

Does anyone feel the need to be involved? Research, draft language, sit in front of the BOT and then edit?



Dr. Thornsberry asked if by serving, would this win any points with HLC. The overall collaboration would win points! Dr. Price expressed interest, Dr. Shelby expressed interest.

Board Policy is broad. The Administrative side is not. Dr. Taylor will put out drafts for first-reads, then focus on engagement and targeting ideas and end with targeting the impact.

Dr. Taylor requests the members communicate this to their teams, so as to not intentionally exclude anyone. Dr. Nicolaides states that they will trust the process.

Items Requiring Action:

Communicate to your team the idea behind this Administrative team and its purpose. - All Members

7. Future Administrative Policies/Future Procedures & Guidelines - Dr. Taylor

Purchasing Policy, Fraud Prevention, Whistleblower, Purchasing Procedure

Dr. Taylor will be posting the policies listed above (as well as the procedure) on the Shared Drive for review at your leisure.

Dr. Taylor hopes to have a first-read of the Policy vs. Procedure by the June BOT Meeting. Policies include Human Relations, Employee Compensation Benefits and Partnerships, Grants & Contracts.

Dr. Nicolaides will meet with Faculty and forward any suggestions to Dr. Taylor for inclusion into the May 12 Assembly.

Items Requiring Action:

Alert all members when available on the Shared Drive. - Beth

Share this information during May 12 Assembly - Dr. Taylor

Adjourn meeting at 11:30 am



Shared Governance Agenda

06.10.21

11:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Jean Ellen Boyd, Felicia Rouse

Absent: Dr. Price

Agenda Items:

1. Call to Order

Dr. Taylor called the meeting to order at 11:05 a.m. Phyllis Sander made a motion to approve the minutes with a second by Dr. Thornsberry; all were in favor and the motion carried.

2. Shared Governance Update with Board of Trustees – Dr. Taylor

Dr. Taylor updated the committee on the Shared Governance Policy Training that Jim Reed facilitated for the Board of Trustees on June 2, 2021. Mr. Reed gave a strong perception of what the role of the Board of Trustees should look like.

At the May Board Meeting an Ad-Hoc Board Policy Committee was appointed which includes: Andrea Witthoft, Mike McMahan, Deborah Shelton-Yates, and Dr. Taylor.

The committee will review 60-75 Board policies prior to the August Board of Trustees meeting. The Shared Governance Committee will be allowed to review and comment on the Policies before they all go to the August Board meeting.

3. Strategic Plan – Dr. Taylor

Dr. Taylor shared the Strategic Plan Draft with Shared Governance. He explained that the draft had been given to the Board members Monday night (06.07.21) for their review.



Dr. Taylor discussed with the, “target of 40,000 reimbursable credit hours goal, this sets the parameters for the Strategic Plan. The old Strategic Plan had 6 goals and 28 objectives. The new Plan has 4 goals and 23 objectives. Dr. Taylor explained how he came up with the goals and objectives. Some of the goals came from the old Strategic Plan, but most of the information came from his Strategic Planning meetings with staff and faculty. The new draft has a list of defined terms, objectives, goals, targets, income/outcomes, responsibilities, measures (key performances), and timeframes to help meet the target of 40,000 reimbursable credit hours.

The Strategic Plan will be submitted along with other documents to HLC by September 20th in preparation for their November visit

The framework of the Plan has been established to provide clarity and the real things we need to accomplish. The Plan clearly states expectations. Dr. Taylor specified, if something is not on the Strategic Plan we do not need to be working on it.

Every March the Strategic Plan will be reviewed and necessary changes will be made and reported to HLC.

Action Item:

Dr. Taylor asked the Committee to share and discuss the draft with their departments and bring comments or recommendations to their VP’s prior to the July meeting.

4. Review of Committee Template and Example – Dr. Taylor

At the May Shared Governance Meeting Dr. Taylor provided the Committee with a Committee Charge Template and example. He asked the Committee to share and discuss within their departments. Only a few members were able to share the document. Dr. Taylor proposed that the template be adopted and utilized for the Shared Governance manual, all agreed with the proposal.

Dr. Taylor discussed the development of Committees and how Committee titles and the organizational chart will connect. The organization chart is listed on the website as, “under construction” noted by Phyllis Sander.



Dr. Taylor's goal for the organizational chart is for it to be revamped this summer and ready for the fall.

Dr. Taylor asked if any Shared Governance members would like to help write the charges. Phyllis said she would be willing to do whatever is necessary to help in the writing process.

Dr. Taylor explained that the charges must be completed by the first of August and ready for the HLC Self-Study submission by September 20th.

Due to the time constraints involved in submitting the report, it was decided Dr. Taylor, Jean Ellen, and Dr. Shelby would write the Charges and submit them to the Shared Governance Committee a few days before the July meeting.

Dr. Thornsberry asked if the current Committee Chairs members would automatically continue in their role or if there would be new Chair organization. Dr. Taylor noted he would talk to the current Committee Chairs to gain insight and then determine who is best suited for Committee Chair.

Dr. Shelby discussed the past concern of minute-taking and how/where to house Committee minutes. Dr. Taylor said documentation of Committee meeting minutes will be included in the Charge for each Committee.

Action Item:

Dr. Taylor, Jean Ellen, and Dr. Shelby will write the Charges and submit them to the Shared Governance Committee a few days prior to the July meeting.

Dr. Taylor will meet with current Committee Chairs to gain insight from their experience.

Calendar - Dr. Nicolaidis

Dr. Nicolaidis discussed the concerns faculty have related to the Calendar of Events. We no longer have a weekly calendar of events being sent out. Once



we went off campus due to COVID the calendar stopped. Dr. Taylor has a plan for the fall which will solve the calendar concern.

HLC Consultant Update - Dr. Shelby

A shared drive was created for Dr. Shelby and Marie Giacomelli to exchange documents in preparation for the HLC Self Study submission. As of today, Marie has created a chronological introductory paragraph from 2018 forward. The paragraph lays the ground work for what the College has completed in regard to Shared Governance, Strategic Planning, and Committee structure.

Dr. Shelby will receive the introductory paragraph from Marie June 24th and share with the Shared Governance Committee so they can provide feedback at the July meeting.

Once the feedback has been discussed and compiled, the writing team (Dr. Taylor, Jean Ellen, and Dr. Shelby) will have a Zoom meeting with Marie and discuss the changes.

Final thoughts: Dr. Taylor encouraged everyone to spend time becoming familiar with the Strategic Plan.

Adjourned: 12:35 p.m.



Shared Governance Agenda

06.10.21

11:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Jean Ellen Boyd, Felicia Rouse

Absent: Dr. Price

Agenda Items:

1. Call to Order

Dr. Taylor called the meeting to order at 11:05 a.m. Phyllis Sander made a motion to approve the minutes with a second by Dr. Thornsberry; all were in favor and the motion carried.

2. Shared Governance Update with Board of Trustees – Dr. Taylor

Dr. Taylor updated the committee on the Shared Governance Policy Training that Jim Reed facilitated for the Board of Trustees on June 2, 2021. Mr. Reed gave a strong perception of what the role of the Board of Trustees should look like.

At the May Board Meeting an Ad-Hoc Board Policy Committee was appointed which includes: Andrea Witthoft, Mike McMahan, Deborah Shelton-Yates, and Dr. Taylor.

The committee will review 60-75 Board policies prior to the August Board of Trustees meeting. The Shared Governance Committee will be allowed to review and comment on the Policies before they all go to the August Board meeting.

3. Strategic Plan – Dr. Taylor

Dr. Taylor shared the Strategic Plan Draft with Shared Governance. He explained that the draft had been given to the Board members Monday night (06.07.21) for their review.



Dr. Taylor discussed with the, “target of 40,000 reimbursable credit hours goal, this sets the parameters for the Strategic Plan. The old Strategic Plan had 6 goals and 28 objectives. The new Plan has 4 goals and 23 objectives. Dr. Taylor explained how he came up with the goals and objectives. Some of the goals came from the old Strategic Plan, but most of the information came from his Strategic Planning meetings with staff and faculty. The new draft has a list of defined terms, objectives, goals, targets, income/outcomes, responsibilities, measures (key performances), and timeframes to help meet the target of 40,000 reimbursable credit hours.

The Strategic Plan will be submitted along with other documents to HLC by September 20th in preparation for their November visit

The framework of the Plan has been established to provide clarity and the real things we need to accomplish. The Plan clearly states expectations. Dr. Taylor specified, if something is not on the Strategic Plan we do not need to be working on it.

Every March the Strategic Plan will be reviewed and necessary changes will be made and reported to HLC.

Action Item:

Dr. Taylor asked the Committee to share and discuss the draft with their departments and bring comments or recommendations to their VP’s prior to the July meeting.

4. Review of Committee Template and Example – Dr. Taylor

At the May Shared Governance Meeting Dr. Taylor provided the Committee with a Committee Charge Template and example. He asked the Committee to share and discuss within their departments. Only a few members were able to share the document. Dr. Taylor proposed that the template be adopted and utilized for the Shared Governance manual, all agreed with the proposal.

Dr. Taylor discussed the development of Committees and how Committee titles and the organizational chart will connect. The organization chart is listed on the website as, “under construction” noted by Phyllis Sander.



Dr. Taylor's goal for the organizational chart is for it to be revamped this summer and ready for the fall.

Dr. Taylor asked if any Shared Governance members would like to help write the charges. Phyllis said she would be willing to do whatever is necessary to help in the writing process.

Dr. Taylor explained that the charges must be completed by the first of August and ready for the HLC Self-Study submission by September 20th.

Due to the time constraints involved in submitting the report, it was decided Dr. Taylor, Jean Ellen, and Dr. Shelby would write the Charges and submit them to the Shared Governance Committee a few days before the July meeting.

Dr. Thornsberry asked if the current Committee Chairs members would automatically continue in their role or if there would be new Chair organization. Dr. Taylor noted he would talk to the current Committee Chairs to gain insight and then determine who is best suited for Committee Chair.

Dr. Shelby discussed the past concern of minute-taking and how/where to house Committee minutes. Dr. Taylor said documentation of Committee meeting minutes will be included in the Charge for each Committee.

Action Item:

Dr. Taylor, Jean Ellen, and Dr. Shelby will write the Charges and submit them to the Shared Governance Committee a few days prior to the July meeting.

Dr. Taylor will meet with current Committee Chairs to gain insight from their experience.

Calendar - Dr. Nicolaidis

Dr. Nicolaidis discussed the concerns faculty have related to the Calendar of Events. We no longer have a weekly calendar of events being sent out. Once we went off campus due to COVID the calendar stopped. Dr. Taylor has a plan for the fall which will solve the calendar concern.

HLC Consultant Update - Dr. Shelby



A shared drive was created for Dr. Shelby and Marie Giacomelli to exchange documents in preparation for the HLC Self Study submission. As of today, Marie has created a chronological introductory paragraph from 2018 forward. The paragraph lays the ground work for what the College has completed in regard to Shared Governance, Strategic Planning, and Committee structure.

Dr. Shelby will receive the introductory paragraph from Marie June 24th and share with the Shared Governance Committee so they can provide feedback at the July meeting.

Once the feedback has been discussed and compiled, the writing team (Dr. Taylor, Jean Ellen, and Dr. Shelby) will have a Zoom meeting with Marie and discuss the changes.

Final thoughts: Dr. Taylor encouraged everyone to spend time becoming familiar with the Strategic Plan.

Adjourned: 12:35 p.m.



Shared Governance Agenda

07.08.21

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaidis, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Jean Ellen Boyd, Felicia Rouse

Agenda Items:

1. Call to Order
2. Approve Minutes
3. HLC Faculty Update - Dr. Nicolaidis
4. Review of Committee Charges - Dr. Taylor

Items Requiring Action from May meeting:

1. Dr. Nicolaidis discussed the concerns faculty have related to the Calendar of Events. We no longer have a weekly calendar of events being sent out. Once we went off campus due to COVID the calendar stopped.

Adjourn



Shared Governance Minutes

07.08.21

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Felicia Rouse

Absent: Dr. Price, Jean Ellen Boyd

Guests: Brandy Woods, Rob Betts, Dr. Teske, Emily Forthman, and Tina Dudley

Agenda Items:

1. Call to Order

Dr. Taylor called the meeting to order at 11:05 a.m.

2. Approve Minutes

Dr. Shelby made a motion to approve the minutes and a second by Connie McGinnis, all were in favor and carried the motion.

3. HLC Faculty Update – Dr. Nicolaides

Dr. Nicolaides updated the committee on the faculty HLC Shared Governance component. Phyllis and Dr. Thornsberry are reviewing the document. Once completed it will be shared with other faculty for input.

Dr. Shelby will send the completed document to the HLC consultant, Marie Giacomelli to be submitted to HLC the end of September.

4. Review of Committee Charges – Dr. Taylor

Dr. Taylor provided an overview of the new Shared Governance Committees. The flow chart consists of an Executive Council which will include most of the current Shared Governance members along with a few more faculty and staff. The attached (draft) flowchart lists the committees that will provide policies, procedures, and guidelines to the Executive Council. The Academic



Affairs Council will be overseen by the VPSS, Student Affairs Council will be overseen by the VPAA, Diversity, Equity, and Inclusion will be overseen by the H. R. Director, and Administration Services Council will be overseen by the CFO.

Each Council will have sub councils some of which will be Ad-Hoc.

An Operation Committee flowchart was also provided to the Shared Governance Committee (see attachment). The Operational Committees will also be overseen by the VP's and Committee Chair, but their information will be added to the weekly Cabinet meetings. The Operation Committees will have their own guidelines.

Councils will consist of a rotating chair position and members will consist of faculty and staff. The Councils will develop a charge which will include ground rules and guidelines for the meetings.

The question was asked where will minutes from the meetings be stored. One option is a Shared Governance webpage on MYSCC with a link for Councils to share information from their Council meetings.

Some of the Councils will be evaluated more frequently than others due to their charge of duties.

Monthly meeting date should be established within each Council and added to the calendar.

The new Diversity, Equity, and Inclusion committee will create policy, procedures, and guidelines around Human Resource needs. Emily Forthman, H. R. Director will oversee this committee. Emily will become a direct report to the President.

Shared Governance members agreed that this committee should be an HR committee.

The Shared Governance manual will be managed through the Councils. If a policy receives a "blessing" from the Executive Council it will then be presented to the Board of Trustees.



The guidelines consist of the following topics and are well-defined in the attachment:

- Evaluation/Assessment
- Decision-making process
- Member Term
- Member Responsibility
- Vacancies
- Quorum
- Minutes

Dr. Taylor addressed how disagreements within a committee would be addressed. If a decision is made within one of the committees and it is not a unanimous vote. The committee member(s) can write a descending opinion. The descending opinion will be reviewed and discussed by the Chair and VP of the Committee. This process will provide an opportunity to express and discuss disagreements.

5. Board Policies (item added during meeting)

The question was asked, “How are we going to know if council members have the training to lead (chair) a council?” Dr. Taylor explained that he and Emily will look at the level of training an individual has and determine when and if they need continuing training.

The development and use of rubrics were also suggested to make sure standards and outcomes were being met within councils.

Dr. Taylor discussed the types of Policies the Board of Trustees will write, modeled after the Carver Board Governance Model. They include the following:

- Strategic Outcome
- Board Relationship with President Policy
- Board Relationship with Employee Management Policy
- Governance Bylaws

The Board Committee (Andrea Witthoft, Deborah Shelton-Yates, Mike McMahan, Dr. Taylor, and Tina Dudley) has developed 13 policies.

- College Purpose
- Mission Document



- Monitoring College Effectiveness
- Transfer Programing
- Continue Education Programming
- Transfer Programming
- Professional Programming
- Continuing Education Programming
- Workforce Training
- Community Education
- Collee Readiness
- Adult Education
- Student Services
- Accreditation & Certification
- Diversity, Inclusion, Equity

The policies contain a statement followed by an assessment within the framework to which the Board will react.

The Board of Trustees do not need to approve the new polices, but they will be given to the Board at the September Board of Trustees meeting.

The policies that will no longer be needed will be removed the Policy Manual.

With these Board Policies being developed, all components (Strategic Plan, Shared Governance model, et.al) are now connected.

NOTE: At the next Board of Trustee Meeting (8.2.21) Dr. Taylor will share the Shared Governance Council chart and it will be shared at Convocation.

Adjourned at 11:50 a.m.

Next Shared Governance Meeting will be August 5th at 10:00 a.m.





Shared Governance Agenda

08.12.21

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Jean Ellen Boyd, Felicia Rouse, Emily Forthman

Agenda Items:

1. Call to Order
2. Approve Minutes
3. Plans for fall 2021 - Dr. Nicolaides
4. Update on COVID Protocol - Dr. Nicolaides
5. Shared Governance Manual Update

Items Requiring Action from May meeting:

Adjourn



Shared Governance Minutes

08.12.21

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Jean Ellen Boyd, Felicia Rouse, Emily Forthman, Rob Betts

Agenda Items:

1. Call to Order

Dr. Taylor called the meeting to order at 10:05

2. Approve Minutes

Dr. Nicolaides made a motion to approve the minutes and a second by Connie McGinnis, all were in favor and carried the motion

3. Plans for fall 2021 – Dr. Nicolaides

Faculty are excited about the upcoming semester and ready to be back on campus. Welcome week is August 16th – 20th with Convocation kicking it off on the 16th.

The Student Success Seminars went well with approximately 78-80 students attending.

4. Update on COVID Protocol – Dr. Nicolaides

The most students in a room will be 24. Everyone has their own desk 3 feet apart and a 6-foot distance from instructors. Large lab sections have been divided into 2 sections. Plexiglass has been added to the computer labs and cleaning supplies have been distributed to all rooms and offices. New signs have been distributed campus wide about masks and temperature checks.

Southern Seven Health Department will be on-site/main campus on August 23 and August 31 to vaccinate. Various student “incentives” will be offered. They will run from August 18 through October 1 (to ensure full vaccination



and participation within drawing), students would receive a T-Shirt with their name placed in overall drawing. Prizes include AirPods, iPads, Vouchers, Gift Cards, etc. This would be advertised to the first 750 students. Whiteboard signage at the front door will display reminders of Health Department presence, etc. Our goal is to get 70% of our students vaccinated.

SCC has been approved to utilize SHIELD testing. This is a drool test and participants will login using a QR code, with results the next day. This is a free service to us; staff and equipment will be provided. Participants will sign a release allowing SCC to know the results as well. Testing can occur on a weekly basis, with a chosen time, i.e., 8 a.m. to Noon, every Wednesday. We will need to test at least 100 a week. Testing is open to Athletes, Allied Health students (will test weekly) as well as the Community population.

5. Shared Governance Manual Update

VP's are submitting Charges to Dr. Taylor for his review. The current Shared Governance Committee will become the Executive Council. Jesse Smith-Fulia will be added as the first Committee Chair. Additional members will be added to the Executive Council so each area of the College is represented.

After reviewing committee to personnel ratio, it was decided hybrid committees need to be utilized for associated committees. All councils will be responsible for policies and operations.

The strategic plan will guide the development of and needs of committees, councils, and teams.

Dr. Taylor is working with Dr. Price, Emily, and Jean Ellen to structure a new organization chart.

Items Requiring Action from August 12, 2021 meeting:

Adjourn: 11:14 a.m.



Shared Governance Agenda

09.09.21

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Price, Dr. Shelby, Dr. Nicolaidis, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Jean Ellen Boyd, Felicia Rouse, Rob Betts, Emily Forthman

Agenda Items:

- 1. Call to Order**
- 2. Approve Minutes (from 8.12.21 meeting)**
- 3. Discussion of Evaluation Model – Dr. Taylor**
- 4. Shared Governance Manual – Dr. Taylor**

Items Requiring Action from August meeting:

Adjourn



Shared Governance Agenda

09.09.21

10:00 a.m.

Meeting Facilitator: Dr. Taylor

Attendees: Dr. Price (joined the meeting by phone at 10:10 a.m.), Dr. Shelby, Dr. Nicolaides, Dr. Thornsberry, Phyllis Sander, Connie McGinnis, Dr. April Teske, Felicia Rouse, Rob Betts, Emily Forthman,

Absent: Jean Ellen Boyd

Agenda Items:

1. Call to Order

Dr. Taylor called the meeting to order at 10:05

2. Approve Minutes (from 8.12.21 meeting)

Dr. Nicolaides made a motion to approve the August 12, 2021, minutes and a second by Felicia Rouse, all were in favor and the motion was carried.

3. Discussion of Evaluation Model – Dr. Taylor

The AACC Competencies for Community College Leaders 3rd edition is the evaluation tool Dr. Taylor introduced in June to the Cabinet. The team used the framework and adapted the evaluation to their Competencies.

Under each Competency an Action, Growth, and Resource Needed row is listed.

Once Dr. Taylor and the team member have filled out the evaluation they meet with them one on one to determine the resources needed for the staff member to reach/exceed their goals.

Dr. Taylor provided the Board with an AACC evaluation that could be adjusted and used for his evaluation. Steve Heisner, John Windings, and April Moore will assess the evaluation and provide feedback to the Board concerning the evaluation and other evaluation options.



Dr. Price provided feedback about the evaluation and the evaluation process. She believed it allowed her more time to highlight her job duties. The evaluation is designed to help an individual grow and develop within the institution.

Dr. Taylor is not mandating all departments implement the AACCC evaluation it is just a possible guide to help update outdated evaluation systems. Moving forward the evaluation process needs to be linked to key performances in the Strategic Plan.

4. Shared Governance Manual – Dr. Taylor

Over the past year, the College's Shared Governance Committee has been working to address the HLC concerns with 5A. The Definition of Shared Governance was approved in December and is listed on page 5 of the Manual. In early spring Shared Governance definitions were presented (p. 6-7).

The Manual addresses elements the Board of Trustees has directed the President to achieve. A collaborative decision-making process for the College administration and specific Operational practices listed on page 4 of the Shared Governance Manual.

The Manual also outlines the Governance Committee structure (p. 8), and Operational Committee structure (p.9). There are 5 Governance Councils, 13 Teams, and 4 Operational Committees. The 5 Governance Councils oversee Policy, Procedure, Guidelines

Dr. Taylor discussed each Committee Charge and their following components (Shared Governance Manual attached):

- Committee Name
- Committee Type
- Mission/Purpose
- Scope of Responsibility
- Policy Responsibility
- Reporting
- Associated Committees
- Composition and Meeting Dates



Prior to the October Shared Governance meeting the Composition and Meeting dates need to be completed.

All College Policies will bear a five-digit alphanumeric code (p. 49-51). The alphanumeric code reflects specific information about policy type, policy category, and policy chapters.

As stated in the Policy Manual if a procedure and /or guideline are connected to a policy, then the same agreement will apply for a five-digit alphanumeric code and a period (.) plus a two-digit number will be added to identify the procedure (p. 52)

The Shared Governance manual is about 90% complete. At this time Dr. Taylor would like the Shared Governance team to review the Manual and provide feedback prior to the October Shared Governance meeting. Dr. Teske, Dr. Shelby, and Phyllis will review the Charges and provide feedback. Dr. Thornsberry and Felicia Rouse will edit the document.

Items Requiring Action from September meeting:

- Complete Composition
- Confirm Meeting Dates

Adjourn: 11:53 a.m.