

**SACS LEADERSHIP TEAM MEETING
MINUTES
July 31, 2008
2:00 p.m.
Westmoreland Penn-Virginia Boardroom
Dalton Cantrell Hall**

Leadership Team Members Present

Chris Allgyer
Rick Campbell
Patti Cantrell
Sharon Fisher
Debbie Kindle
Richard Phillips
Kyle Scanlan
Donna Stanley
Terry Suarez

APPROVAL OF MINUTES

Ms. Donna Stanley moved that the minutes of the April 22, 2008 meeting be accepted as presented.
Mr. Chris Allgyer seconded the motion. The motion carried unanimously.

REVIEW OF COMPLIANCE SITE ON INTRANET

Mr. Rick Campbell demonstrated for the Leadership Team how to log on to MECC's Intranet, select the shared documents folder, and then the SACS folder.

DISCUSSION OF SCANNING DOCUMENTS AND HYPERLINKING

Dr. Suarez indicated that he had referenced documents in the narrative of what he had completed. The important question to be answered was where the best place was to include the links to documents. Kyle Scanlan felt that as a reader you wouldn't want to be tripping over references while reading.

Dr. Suarez thought it might be good to only use the pertinent portion of the document needed – as it applies to referenced documents.

It was also felt that the references should be linked in both narrative and tables, and the links should be to very specific documents. It is also very important to label scanned documents.

The best option is to use Acrobat to pull what parts you need of a document you are referencing. Rick Campbell will install Acrobat on computers of team members as needed.

SELECTION OF CRITICAL READERS

Each section needs to be written and linked before readers begin.

Team makes recommendations on readers for their section.

REVIEW OF QEP GOOGLE SITE/DISCUSSION OF QEP TOPIC

The QEP team worked on sharing what documents they created on Google. The starting point with the QEP topic is the preparation of the document. This document will focus on student engagement and success. Another round of investigation by the QEP Team began after the topic was identified. That investigation focused on how to utilize technology to effectively enhance student success realizing that technology touches all areas.

Kyle Scanlan updated the leadership team on the progress of the QEP Team and will present a brief synopsis at in-service on Monday, August 18.

SACS CONFERENCE IN DECEMBER

Five rooms are currently being held. To date Dr. Suarez and Beth Snodgrass will attend. Others who may attend will be decided at a later date.

SACS UPDATE AT IN-SERVICE

The in-service schedule will include 10-15 minutes for the SACS Update. Team members will be recognized and Sharon will discuss the QEP and compliance documents and review the timetable for submission. Kyle Scanlan will give an update from the QEP Team and recognize those members.

OTHER

Sharon Fisher and Kyle Scanlan will be part of an on-site visiting team in October. Kyle will be attending as an observer. Kyle's room and meals will be paid from the SACS budget.

ADJOURNMENT

There being no further business the meeting adjourned at 3:30 p.m.

