

President's Staff Minutes
December 3, 2009
Christanna Campus

Present	John Cavan, Peter Hunt, Linda Sheffield, Tom Wisbey, Chad Patton, Jack Ancell, Brent Richey, Shannon Feinman, Mary Jane Elkins, Michelle Edmonds, Al Roberts
Enrollment	Final fall enrollment is up 14.1% FTE over last year. This should be above the system mean. Spring enrollment is up close to 50% but will adjust down after the December 4 drop for non-payment.
Kaplan University	Approved articulation agreement with Kaplan University which includes a 10% tuition discount for SVCC alumni and employees.
ASAC Meeting Update	Roberts provided summary of actions taken by ASAC during its November meeting. Highlights include recommended changes to VCCS policies regarding grade point averages, General Education Certificate, faculty credentials for SDV instructors, electronic transcripts, and testing and placement procedures.
Academic Policy Update	The State Board has approved a change to the VCCS policy on grading system for credit classes that includes revisions to "I" and "R" grades.
Advisory Committees	Approved nominations for the Business Management, Information Systems Technology, and Administrative Support Technology Advisory Committee. Also approved a recommendation from Joan Tuck to host a joint advisory committee meeting for several programs at a central location to include dinner, a short college presentation/update, and breakout sessions for individual program committees.
Catalog Revisions	Revisions are due to Anne Gayle Cheely and Cindy Mason by December 9.
Instructional Affairs Meeting	Scheduled for 2:00 on December 17 in V-Tel classrooms on both campuses. Program revisions need to be presented at this time if they are to make it into the new catalog.
Graduation Speaker	Dr. Cavan will invite Governor-Elect McDonnell.
Virginia Workforce Center – South Boston	Grand opening of the center will be held on December 14. The Governor is expected to arrive at 1:15 p.m.

CEED Grant	The college has received a CEED Grant from the VSSC to develop 3 distance ed courses in response to a request by ODU for the engineering program. Thanks to Dean Richey for submitting this proposal.
Health Science Certificate	Dean Edmonds is working on revisions to the Health Science Certificate Program curriculum and may make completion of the program a requirement for admission to the RN and PN programs.
SSS Grant Proposal	We have received a draft proposal from the grant writer. Dean Patton reported that the group has been very good to work with. There were some issues discussed related to the cost and responsibilities of the outside evaluator for the grant.
IT	<p>The consultant hired to review the college network has finished his work. Some recommendations were provided and some changes will be made during the upcoming holiday break.</p> <p>We have been scheduled for an IT audit this spring. No problems anticipated.</p>
Federal Grants	Approved use of consultant to develop an indirect cost rate for use with future federal grant applications.
Campus Threat Assessment	The college now has a Threat Assessment and Management Team. Members attended a two-day training session at VA Tech on December 1 and 2.