

NORTHWEST-SHOALS COMMUNITY COLLEGE
VICE PRESIDENT'S COUNCIL MINUTES
April 8, 2014

Members Present: Tom Carter, April Cookson, Joe Hackworth, Judy Hamby, Doug Hargett, Crystal Ingle, Shauna James, Timmy James, Jacque Jefferys, Rose Jones, Lanetta Phillips, Shelia Smith, Donnie Sweeney, Rachel Trapp

Members Absent: Joan Baltes, Kathy Benson, Tara Branscome, Ed Carter, Charlene Freeman, Roger Garner, Heather Johnson, Janet Jones, Tim Inman, Tim Kelley, Ginger Long, Ann Lyndon, Steve McGouyrk, John McIntosh, MaLea Milstead, Alan Mitchell, Teresa Roberson, Mark Simpson, Desiree South, Kim Tucker, Mike Witt

The Northwest-Shoals Community College Vice President's Council met on Tuesday, April 8, 2014, in the Bevill Center – Room 141 on the Shoals campus and in the Library – L13 – Phil Campbell Campus. The following is a summary of the items that were discussed at the meeting:

- Senior Days – Tom Carter

Senior Days on the Shoals campus will be held on April 11th and 18th – Joe Hackworth will coordinate the Career Tech programs and Mark Simpson will coordinate his area. One day, April 4th, was cancelled due to bad weather.

- Banner Updates (Fall Schedule) – Timmy James

Schedule for the fall will be entered in Banner soon. Lavon, Kristi, and Adriana will need to have the information to build the schedule from scratch in Banner. There will be some differences; mainly call numbers will all be different. There will not be different numbers identifying different campuses. Section numbers (CRN's in Banner) will be consecutive. When the schedule is printed, courses will be divided by campus.

There will be a mock registration during the last week in April to help find any problems beforehand. We are also planning to start web registration on a Monday instead of a Saturday for the fall semester.

Timmy James requested information for the fall schedule be turned in by April 18, 2014.

Training for advisors and faculty in Banner will start soon. Registration for the fall semester starts July 14th. Training will be offered before registration starts.

- SACS Update – Timmy James

SACS – 5TH YEAR REPORT - Some sections of the report have been written up. Some mistakes have been corrected. New division chairs/department heads information needs to be updated in HR. Document is

due September 14, 2014. SACS will send a team to visit the high schools for which we have more than 50% offerings: MSCT, RHS, and Franklin County.

- Advising Workshops – Crystal Ingle

Advising workshops will be held on the Phil Campbell campus on April 18th and on the Shoals campus on April 25th PC 18th SC 25th. Workshops will include quick facts and reminders. Melanie Thompson will be conducting these workshops.

- Evaluations – Rose Jones

Evaluations are due April 30, 2014. Please send them to Kristi Phillips. All adjunct faculty needs to be evaluated. Please include classroom observations and professional development.

- Perkins Tags – Rose Jones

After the review that was done on six colleges, we purchased new metallic tags to be put on all equipment to ensure everything is properly identified. Jo James has been working on this. She will contact instructors to tag equipment, and she will need their help to identify equipment. When equipment comes in, especially computers, we have to make sure all equipment listed in the packing list is received completely.

- April Dates – Rose Jones
 - Honors Day – SC April 15 – PC May 1
 - Spring Fling – SC April 10 – PC April 16
 - Auto Service Technology – Open House – April 30