

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORKSHOP**

October 27, 2003  
2:10 p.m.

Board Room (#231), Administration Building (Bldg. #2)  
Cocoa Campus

**PRESENT:** Mr. James W. Handley, Chair; Dr. Alexandra M. Penn Williams, Vice Chair;  
Mrs. Miriam E. Martinez; Mr. C. R. "Rick" McCotter III; Mrs. Alberta Wilson (phone);  
Mr. Joe D. Matheny, Attorney; Dr. Thomas E. Gamble; Secretary

**1. CALL TO ORDER:**

Mr. James Handley, Chair, called the meeting to order.

**2. SACS REVIEW:**

Dr. Rosemary Layne, Dean, Transfer/Special Programs, discussed an overview of the college's response to the report of the Southern Association of Colleges and Schools (SACS) reaffirmation committee visit. Dr. Layne reported the self-study was accomplished by a team which administered surveys, conducted interviews, analyzed findings and reported on the results. Appropriate recommendations were made and the self study document and addendum were published prior to the arrival of the SACS visiting team. A formal response was prepared in response to the SACS team exit report. The Self-Study process was extensive involving many participants and subcommittees to review all aspects of BCC programs. The 17 member Reaffirmation Committee, chaired by Dr. Elva LeBlanc (President, Galveston College in Texas), had a four day visit to BCC at which time 161 separate interviews were conducted at their request. The Reaffirmation Committee gave a verbal report on February 27, 2003, followed by a written response on April 1, 2003.

SACS made further recommendations regarding the need for ensuring appropriate faculty and adjunct credentials and proper documentation of same in all cases. The three-person SACS team, which visited BCC in September, reviewed BCC's responses and actions responding to the earlier recommendations. All of the concerns related to the faculty credentialing recommendations had been addressed and corrected prior to this visit. In addition to reviewing BCC's responses, the SACS team conducted interviews, conducted random records checks and reviewed strategies and tools for ensuring future compliance. The Course Credentials Verification System was developed as a guide to assist Department Chairs and others in the hiring process to ensure appropriate credentialing is ensured. As some credentialing requirements are vague and subject to interpretation, the tool allows for notes in a comments section to aide in determining qualifications for each faculty or adjunct position. Dr. Layne reported she maintains this Verification System, however, it is on the web and available for others to review or utilize.

Beginning this month, Criteria & Reports (C&R) Committees for SACS will read and review BCC's detailed response documents. They will meet in several closed meetings in December and make their recommendations to the Executive Council of SACS, who in turn will recommend final action to the 77-member Commission on Colleges, which then makes the final decision in closed session. The public announcement will be made in open meetings on the afternoon of December 9<sup>th</sup> to be followed by a written notice in January 2004. All indications are that the response should be positive for BCC's reaccreditation.

In response to Mr. McCotter's concerns regarding ensuring standards are maintained in the future, Dr. Layne indicated that constant monitoring of other colleges' review processes and outcomes will be necessary to learn by inference. Unfortunately, SACS will not provide "official" intermediary responses when questions arise and the subjectivity of reviewers will always be an issue. Dr. Astrab commented that another collegewide tool is now in use, which provides a hiring flowchart. The flowchart indi



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5. **ADJOURNMENT:**

The workshop adjourned at 4:00 p.m.

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