Seahawks Soar Advisory Committee (Minutes for 11/12/2012)

Attendance

Jamie Clark, Chair of QEP Advisory Committee; Andrea Munoz, QEP Advisory Committee member; Chad Clark, Reading Resources member; Thomas Cox, Reading Resources member; Allison Wright, QEP Advisory Committee member; Claire Thomason, Information Boards member; Jaciel Lozoya, SGA member; Kimberly Ler,SGA member, Heath Vercher, Student Book Clubs member ; Stephanie Armstrong, Chair of Reading Strategies; B Huval, Student Book Clubs member; Laura Stafford, C0-Director of QEP Implementation; Eva Savedo, SGA member; Dan Walzer, Faculty Book Club member; Sally Byrd, Chair of Student Book Clubs

Grace Megnet had notified of previous engagement.

Chandra Brooks had notified of previous engagement.

Deborah Harper had notified that she was attending Friends Executive Board.

Dr. Charles Gongre had notified of having to attend a staff meeting.

Dr. Ben Stafford had notified of having jury duty.

Minutes

The meeting was called to order at 2:00 pm. Rules of parliamentary procedures were suspended.

1. Old Business
	1. Report on the results of the SACS Committee visit

Dr. Laura Stafford discussed the visit of the SACS Committee from October 30 through November 1, 2012. She stated that the committee was pleased with our QEP and had offered only three suggestions. The first included having year end or semester end summaries of what is accomplished. The second is for directors and chairs to provide job descriptions. The third is to establish a procedure for change to the QEP if needed. Dr. Laura Stafford also discussed how to access SACS/QEP via the Lamar PA website. This is where summaries, minutes of meetings, etc. will be placed at the end of the semester.

1. New Business
	1. Development of procedure in order to make changes to the QEP

A copy of a Procedure of Change was presented to the Seahawk SOAR Advisory Committee. It was explained that the chairs of the subcommittees had previously viewed the document and it had been determined that the document would be presented to the entire SOAR Advisory Committee. Dr. Laura Stafford discussed each type of possible request and its requirements. (Day-to-day request for change with budget impact, day-to-day request for change without budget impact, and requests for substantive change.) After given time to review the document, the Seahawk SOAR Advisory Committee unanimously approved the Procedure for Change.

* 1. Plans for organizing the 2013 Spring Semester

Meeting times and dates for the Seahawk SOAR Advisory Committee as a whole as well as the sub-committees were discussed as well. The idea of the Seahawk SOAR Advisory Committee meeting once per semester was approved and passed unanimously. It was determined that the next meeting for the committee will be April 16, 2012 at 2 pm. The idea of the sub-committee chairs meeting once per month was also approved and passed unanimously. The sub-committee chairs will meet once per month either physically or by email.

The remainder of the meeting consisted of the sub-committees meeting together.

The meeting was adjourned at 3:00 pm

Respectfully Submitted by

Name & Signature