CAMPUS PUBLICATIONS COMMITTEE
Standing Committee

Chair: Sonja Yarbrough – Director, Public Information Office

Composition:

Ms. Bethany Jenkins  -  Information Specialist
Ms. Kacey Schrader  -  A representative from the Registrar’s Office
Ms. Toni Briley  -  A representative from Student Services
Mr. David Hurner  -  Faculty representative
Mr. John Gosford  -  Faculty representative
Ms. Gail Burdick  -  A representative from Institutional Research and Effectiveness
Ms. Delcarmen Ortiz  -  A student representative, recommended by the President of Student Government

Time of Appointment: The chair and all members, other than students, are appointed annually each fall by the Vice President for Instruction and Student Services. Chairperson reports to Vice President of Instruction.

Purpose: To assure that standardized information and requirements are consistently included in the appropriate large publications like the catalog, student handbook, and course schedule.

*Committee Chair: When a meeting is called, please notify Coordinator of Student Activities to send the student representative.
The Publications Committee for SACS held its first meeting February 1 at 2:30 p.m. in the conference room in the Library.

Members in attendance were: Sonja Yarbrough, Bethany Jenkins, Sandra Johnston, David Hurner, John Gosford, Gail Burdick, Toni Briley, Logan Cross, T.J. Quinn, and Barbara Lawson

Committee chairperson, Sonja Yarbrough requested that Logan Cross give a preliminary insight to the core requirements that Sonja received from Holly Smith (which were passed out to all in attendance) in reference to the publishing of the SACS statement in our various documents printed. The history of usage for past years would be needed.

Logan stated the importance of all knowing the mission statement so if asked during the site visit by the visiting committee. He explained how the site visits operate.

He also stated that Gail is setting up a special Web site separate from our current site on which all information will be able to be accessed by the committee. All information sent to Gail needs to be in pdf format. They will be issued a DVD and thumb drive in addition to access to the Web for their off-site review, then if they need more information they will visit the campus.

Logan then brought up the fact that the Banner Program was discussed in the EAC Committee meeting and that it will take place in May and June.

Sonja requested that each committee member take the Core Requirements document and review the highlighted items for their input at the next meeting.

Sonja also stated that Holly Smith will be invited to attend the next meeting (time and date to follow)

Meeting adjourned at 3:30 p.m.
The Publications Committee for SACS held its second meeting February 14 at 1 p.m. in the conference room in the Library.

Members in attendance were: Sonja Yarbrough, Bethany Jenkins, Sandra Johnston, David Hurner, Gail Burdick, Toni Briley, Logan Cross, and Barbara Lawson.

Absent: John Gosford

Holly Smith could not attend this meeting due to illness.

Committee chairperson, Sonja Yarbrough shared with members present the minutes from the Feb. 1 meeting and a listing of publications that have and need the statements added to them. Logan stated that he would look over other documents that needed the statements. Bethany stated that the Web site would have SACS statement added to it.

Logan reiterated the importance of all knowing the mission statement. It was also stated that all information sent to Gail needs to be in pdf format.

Sandra Johnston discussed the new laws that apply to registration acceptance of unofficial transcripts. She also stated that she would discuss the catalog issues with Gayle.

Bethany discussed the catalog and that the Publication Committee is now the new Catalog Committee and that when the final changes are made to the catalog Toni Briley, David Hurner and Sonja Yarbrough would all proof for corrections to be made. Sandra Johnston also volunteered to read the catalog cover-to-cover after the final edits are made. Bethany looks for more input from those other than committee members so changes will not be made midstream, and that a time line has to be set up before March 15.

Gail stated that the issues that were highlighted in the core requirements need to be brought to the EAC committee.

Meeting adjourned at 2:30 p.m.
PUBLICATIONS COMMITTEE

The Publications Committee for SACS held its third meeting March 27 at 10 a.m. in the conference room in the Library.

Members in attendance were: Sonja Yarbrough, Bethany Jenkins, Toni Briley, Logan Cross, Gail Burdick, Holly Smith, and Barbara Lawson.

Absent: Sandra Johnston, David Hurner, Toni Briley, Logan Cross, & John Gosford

It was to the committee’s attention that the mission statement is in the process of being shortened. This action is being handled through Patty Anderson. Therefore upon this happening all documents that show the mission statement will have to be updated.

John Gosford brought up the fact that after the catalog is printed, that the Web should have some kind of updating procedure so students would know the most current classes. He suggested an addendum be posted. Gosford also made reference to the fact that all faculty, whether full time or adjunct faculty, need to be getting the same information as to the faculty handbook.

Committee chairperson Sonja Yarbrough stated that each department is responsible for updating any information to the Web.

Holly Smith had discussion on the SACS statement and that it needs to be published in the different handbooks on campus. Also that the information in one document should reflect the same information in all documents where applicable and that the schedule should bear a note: to see the catalog for further information on a particular subject of information.

Discussion on all information on the housing and athletic department needs to be removed before going to print.

Bethany discussed the catalog and all the changes that are going into effect and that it will now show the critical dates in the front section (Barbara Lawson requested this information from Gayle Hunter in e-mail today). It was noted that a statement can be put on the critical dates i.e. “dates are subject to change by the District Board of Trustees without notice.” It was determined the “general ed. Learning outcomes” needs to be added to the catalog under each degree division info at beginning of section and who will be responsible for the proofing of accuracy of this info.

The question was brought up, does the committee have the authority to make changes to catalog or who does this have to come through. Bethany stated that only the president, deans and v.p.’s have the authority to make changes to the course section of the catalog.

It was decided that each person responsible for the information in a certain document will be responsible for making sure each requirement is met in that document. Barbara Lawson had compiled a check list that will be sent to each division in aiding them in this function, which after completed will be returned to committee chairperson Yarbrough.
Meeting adjourned at 11:48 p.m.
The Publications Committee for SACS held its fourth meeting April 25 at 10 a.m. in the conference room in the Library.

Members in attendance were: Sonja Yarbrough, Bethany Jenkins, Toni Briley, Gail Burdick, Holly Smith, Charlie Carroll, Sandra Johnston, John Gosford, David Hurner, and Barbara Lawson.

Absent: Logan Cross

Review of the checklist was first on the agenda. Two new columns were added, “electronic publications” and “faculty handbook.” All in attendance went through the list and crossed out the areas that did not relate to the requirement numbers listed. A revised checklist will be available at next meeting.

Charlie Carroll went over the review for the catalog and noted that there should be a central receiving location for the receipt of catalog when changes are being entered. He also mentioned that the wording needs to be consistent in all publications. It was also noted that the listing of part-time faculty needs to be included in the catalog. The committee agreed that for the 2008-09 catalog it would use the full-time faculty versus the part-time ratio.

Gail Burdick stated that there will be a database put on the Web site with a full listing of faculty and that Human Resources would be responsible for updating information in this area. There will be an addendum published by semester on the Web and any new program information for updating needs to be approved by EAC and passed by BOT. It was discussed that the catalog would have a notation letting students know that any addendums would be published on the Web.

A flow chart would be developed by Sandra & Sonja for the Web addendums.

The committee discussed where to put the fee schedule in the catalog. It was decided that it would be put in two places; one after the table of contents and one in the Business Services area. (Note: this has been revised by Marilyn Hamm and will now go in the financial aid section.)

Survey results from focus groups will be comprised to see how user friendly the schedule and catalog are and results will be sent to committee members and the college community. Charlie stated that any problems the committee runs into can be brought to his attention through a memo.

The catalog will be in final proof stage before the next meeting. Sandra, Toni, and David will complete proofing the final draft before going to print. This committee will set a time to meet to discuss their findings.

Sonja mentioned that each department has to be in charge of updating their information on the Web site.

Next meeting will be in three weeks.

Meeting adjourned at 12 p.m.
PUBLICATIONS COMMITTEE

On Wednesday, May 28, 2008 the Publications Committee met at 10 a.m. to discuss the College Catalog for 2008-2009. Members in attendance were Bethany Jenkins and Gail Burdick.

Bethany and Gail reviewed the Catalog for cosmetic errors before sending to the printer. They also discussed the desire to upgrade the catalog in the future, including a redesign utilizing a contracted design firm. The need for beginning earlier in the year and moving toward a year-round editing process was also brought up.
PUBLICATIONS COMMITTEE

The standing committee for Publications held its fifth meeting August 13, 2008 at 10 a.m. in the conference room in the Library.

Members in attendance were: Sonja Yarbrough, Bethany Jenkins, Gail Burdick, Sandra Johnston, David Hurner, and Barbara Lawson.

Absent: Toni Briley, John Gosford

All present received a revised SACS Compliance Review sheet and agenda for review.

The standing committee meeting dates were discussed. At least a 15 minute meeting needs to be held each month to meet committee guidelines.

Sandra Johnston mentioned that all the errors in the electronic version of the catalog need to be corrected in the Banner program. Committee needs to discuss further.

Sonja Yarbrough stated that the Continuing Education Department will develop a clear admission statement to be placed near the front of their schedule for the next issue. Bethany Jenkins had proofed the Continuing Ed schedule and made corrections for Sandi Root to revise before it goes to print. It should follow basic AP style standards including suggested word choices.

Discussion on the catalog addendum online version changes was held as to the EAC committee process and that findings would be e-mailed to PIO if necessary.

Sandra Johnston is going to locate current information relating to the use of the word “gender” replacing “sex” in the disability statement.

Next meeting will be September 17 from 10 a.m.-noon in room 17 in the library. Meeting dates will be scheduled for the third Wednesday of each month, same time and location.

Meeting adjourned at 12 p.m.
The Publications Committee met on Wednesday, September 17 at 10 a.m. in the Audiovisual conference area. Members in attendance were Toni Briley, Gail Burdick, David Hurner, Bethany Jenkins, and Chairperson Sonja Yarbrough.

Gail Burdick moved, seconded by David Hurner, to approve the minutes of the August meeting. Motion carried.

Sonja Yarbrough led the committee in a review of the publications spreadsheet which outlines the publications the committee is responsible for reviewing.

Yarbrough asked that each committee member bring ideas for a mission statement to the next meeting. She specifically requested that Gail Burdick assist with this as she has the best understanding of the expectations for this committee.

Burdick stated that the committee has been asked to review the SPD handbook to help decide whether it should be combined with the Employee and/or Faculty handbook(s). A discussion on the subject will take place at the October meeting.

Yarbrough stated that she will send a copy of the publications spreadsheet to those who are responsible for generating the publications included. She will request that the person notate the page numbers each compliance point can be found on. This will speed the review process for the committee.

Burdick asked for any suggestions and/or changes to the LCCC Fact Book. Yarbrough and Bethany Jenkins supplied her with edited copies of the book.

Burdick provided a copy of the compliance certification report draft written by Gayle Hunter on compliance item 4.3 – Publication of Policies. Holly Smith requested that she share the information with the committee since the committee is referenced in the document.

The next meeting of the Publications Committee will be October 15, 2008 at 10 a.m. in the Library.

Minutes submitted by Bethany Jenkins.
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