

**CABINET MEETING  
MINUTES**

**Wednesday, September 7, 2022**

**September**

|  |          |  |  |  |  |
|--|----------|--|--|--|--|
| <b>Members</b>   | <b>7</b> |  |  |  |  |
| <b>Dr. Orinthia Montague</b>                           | <b>A</b> |  |  |  |  |
| <b>Brett Stoller</b>                                   | <b>X</b> |  |  |  |  |
| <b>Dr. Jennifer Brezina</b>                            | <b>X</b> |  |  |  |  |
| <b>Dr. Emily Short</b>                                 | <b>A</b> |  |  |  |  |
| <b>Karen Mitchell</b>                                  | <b>X</b> |  |  |  |  |
| <b>Nick Bishop</b>                                     | <b>X</b> |  |  |  |  |
| <b>Greg McCalley</b>                                   | <b>X</b> |  |  |  |  |
| <b>Tami Wallace</b>                                    | <b>X</b> |  |  |  |  |
| <b>Lori Cutrell</b>                                    | <b>A</b> |  |  |  |  |
| <b>Faculty Council Speaker Nan Blomgren</b>            | <b>X</b> |  |  |  |  |
| <b>Professional Staff Council Chair Meredith Young</b> | <b>X</b> |  |  |  |  |
| <b>Staff Council Chair Darrell Rogers</b>              | <b>X</b> |  |  |  |  |
| <b>Recorder Karen Waller</b>                           | <b>X</b> |  |  |  |  |
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**Others in Attendance:**

| TOPIC         | DISCUSSION/CONCLUSION/RECOMMENDATION  | ACTION / FOLLOW-UP   |
|---------------|---|--|
| CALL TO ORDER | 9:00 AM   |  |
| POLICIES      | <p><b>Discussion:</b><br/> <b>New and revised policies – Reviewed for approval</b></p> <ul style="list-style-type: none"> <li>• <b><u>II 01 09 Interinstitutional Relationships and Off-Campus Offerings – Revised</u></b></li> <li>• Revisions made to incorporate current TBR policy references and procedures. Includes some elements for deleted policies (II 01 10, 11, 12, II 01 13) and reflects current job titles and responsibilities for VSCC positions.</li> <li>• <b><u>II 03 01 English Language Learners – New</u></b></li> <li>• TBR policy 2.03.00.03 requires each college to adopt a policy outlining course pathways for ELL students who qualify for corequisite remediation to ensure those students have the support needed to be successful I credit-hearing coursework.</li> <li>• <b><u>II 03 00 Learning Support – New</u></b></li> <li>• Policy documents VSCC’s compliance with TBR policy 2.03.00.02 and provides a foundation for VSCC Policy II 03 01 English Language Learners</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Motion carried to approve the new and revised polices as presented</li> </ul> <p><b>Policies Recommended for Deletion - Reviewed for approval</b></p> <ul style="list-style-type: none"> <li>• <b><u>II 01 10 Academic Program Proposals: Extension to/Termination of at Off-Campus Sites:</u></b> Regular college processes are used for this and do not need a separate process. TBR guideline A-010 referenced in this VSCC policy is for all academic program modifications and new program proposals, and we are in compliance with it. A line was added to the remaining off-campus policy to address this topic.</li> <li>• <b><u>II 01 11 Academic Calendars and Student Registration:</u></b> Off-Campus Offerings: Have not run classes or registered students outside of the collegewide term dates in some time, so this procedure is not needed.</li> <li>• <b><u>II 01 12 Use of Off-Campus Properties and Facilities:</u></b> student and employee conduct at off-campus instructional sites can be addressed through existing collegewide policies without a separate policy for off-campus instructional sites. A line was added to the remaining off-campus policy to address this topic.</li> <li>• <b><u>II 01 13 Off-Campus Instructional Facilities:</u></b> This policy just restates THEC definitions for centers and sites and is not necessary. Elements are incorporated into the definitions section in the remaining off-campus policy.</li> </ul> <p><b>Conclusion/Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Motion carried to approve deletion of the four polices as presented</li> </ul> | <p>Motion carried to approve the new and revised polices as presented.</p> <p>Motion carried to approve deletion of the four polices as presented.</p> |

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|------------------------------|---|-------------------------------|
| <b>PROJECT CALYPSO</b>       | <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Reviewed proposal submitted by the taskforce</li> <li>• Applications are due to TBR by September 12</li> <li>• Project for a three-year duration – restructure the student’s experience</li> <li>• Begins Fall 2023 – AAS programs, career counseling, prior learning assessments</li> </ul> |                               |
| <b>FYI AND ANNOUNCEMENTS</b> | <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Review/revise check request process</li> <li>• Partnership with EMS Sumner</li> <li>• Classes at Trousdale prison</li> <li>• Re-examination of purge process</li> <li>• Parking tickets/decals – potential alternatives</li> </ul>   |                               |
| <b>ADJOURNMENT</b>           | There being no further business, the meeting adjourned.   | Meeting adjourned at 10:05 AM |