

**Livingstone Board of Trustees
Committee on Academic Affairs
Zoom Meeting
September 16, 2020, 11:00 a.m.-12:00 p.m.
Chair: Bishop Dennis V. Proctor**

ACTION ITEM

- 1. Recommendation that Dr. Richard Rolle serve as the vice chair of the Academic Affairs Committee.**

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Committee on Academic Affairs
Zoom Meeting
September 16, 2020, 11:00 a.m.-12:00 p.m.
Chair: Bishop Dennis V. Proctor**

Attendees: Bishop Dennis V. Proctor, Bishop Darryl B. Starnes, Sr., Bishop Michael Angelo Frencher, Sr., Bishop Hilliard Dogbe, Dr. Richard R. Rolle Jr., Dr. Kelli V. Randall, Mrs. Vicki Gray.

Absent: Bishop Mildred Hines, Rev. Johnnie P. Henderson.

Call to Order – Bishop Darryl B. Starnes called the meeting to order at 11:05 a.m.

Opening Prayer – Bishop Frencher offered the opening prayer.

Introductions - Bishop Starnes asked each committee member to introduce themselves. Introductions proceeded. Mrs. Gray was heartily welcomed by all. Bishop Proctor then invited Dr. Randall to give her report to the committee.

Update on Division of Academic Affairs – Dr. Randall thanked Bishop Proctor for his introduction. Dr. Randall began with the statement that the COVID-19 pandemic has forever changed the landscape of higher education. She briefly talked about successes and challenges with remote learning during the Spring 2020 semester, Summer 2020 session, and plans for the current Fall 2020 semester. Dr. Randall discussed the mixed academic instruction model to include traditional face-to-face, hybrid and online class instruction. She also shared about the space utilization protocol in classrooms. Dr. Randall also shared that the college was piloting e-books, but also using course packs and customized thumb drives as a backup for instructional materials.

Dr. Randall then proceeded to update the committee on the status of the College’s Reaffirmation process with SACSCOC. She shared that after the May Board meeting, the college received its report from the Off-Site Reaffirmation Committee. There were findings, which had to be addressed in a Focused Report. The Focused Report along with the QEP (“Write for Life”) were submitted September 8 for review by the On-Site Reaffirmation Committee. Due to COVID-19, the On-Site Reaffirmation review will be virtual. The dates for the review are October 19-22, 2020. Dr. Randall emphasized that part of the committee will conduct an on-site review on campus sometime in the spring. This is a requirement of the Department of Education for all accrediting bodies.

Dr. Randall expressed that she was tired, and shared some of the successes and some of the challenges that she encountered completing the report. She also expressed the desire for more help and more team work as the college prepares for the On-Site visit. Dr. Randall emphasized that it will take the involvement and participation of the entire team to pull off the accreditation. Dr. Randall also indicated that she and the President talked about a mock visit to prepare for the actual visit. She also shared with the committee that the On-Site team requires submission of a video presentation of the School of Hospitality Management & Culinary Arts by October 12, 2020.

Bishop Proctor stated that they were aware of the time constraints, and that no one person can run an accreditation of this magnitude. He said that the Committee on Academic Affairs is affirming Dr. Randall and supporting the work that she is doing. Bishop Proctor said that it’s the SACS Committee’s job to encourage people to give justification. Furthermore, Bishop Proctor indicated that members of the

leaderships team need to become familiar with the report. They must read it and become familiar with it. Bishop Starnes said it's all about implementation. Everyone has to become familiar with it and make it a reality. Bishop Starnes said they will bless the work going forward, and that the team has to win. Bishop Proctor said that the entire campus has to be in immaculate shape for the on-site visit in Spring 2021. The most important thing is reaffirmation.

Dr. Randall discussed the time she put into the reports, and mentioned that she was very fatigued and exhausted. Dr. Randall shared that there was a prospectus for an online Business Administration program that she was working on for submission next week. Bishop Proctor said that if there is no self-care, your mind won't relax. He suggested that she take some time off. Other members of the committee echoed Bishop Proctor and affirmed that a vacation was needed for Dr. Randall.

Dr. Randall described the online learning platforms that faculty have used to continue to provide stellar instruction to Livingstone College students. Dr. Randall also mentioned the continued accolades and achievements made by students and faculty in the various departments and divisions. She also shared that faculty are receiving technology training from Mr. Damien Greatheart, who is the campus Blackboard coordinator. Mr. Greatheart is teaching faculty members how to navigate e-books and Blackboard.

Dr. Randall briefly discussed that there would be plans in the works for a virtual graduation in December.

Bishop Starnes said that they all are very appreciative of what Dr. Randall does. He thanked God for who she is and said for her to stay who she is. Bishop Proctor, Bishop Dogbe and Dr. Rolle also expressed their appreciation and gave commendations for Dr. Randall's dedication and hard work. Dr. Rolle said that Dr. Randall is invaluable and her work doesn't go unnoticed. He told her to take a vacation.

Bishop Proctor thanked Bishop Dogbe for being on the call. Bishop Dogbe said thanks for everything, and told Dr. Randall to get some rest. The committee echoed that sentiment.

Action Item – Bishop Starnes made a motion that Dr. Richard Rolle serve as the vice chair of the committee. Bishop Proctor called for the vote. All committee members voted in favor, and the motion carried.

Closing – Bishop Proctor thanked everyone. A closing prayer was offered and the meeting was adjourned at 11:57 a.m.

Minutes recorded by Mrs. Vicki Gray
Executive Administrative Assistant for Academic Affairs