



# Wharton County Junior College

## Leadership Committee Meeting

### 1. Leadership Committee Meeting Minutes

Item	Description
Date	January 30, 2008
Time	2:00 P.M.
Location	Administrative Conference Room

### 2. Attendees

Role	Name
Chair	Betty McCrohan
Minute Taker	Deanna Feyen
Attendees	Pate, Dr. Ty; Kocian, Bryce; Pinson, Dale; Youngblood, Pam; Collins, Leigh Ann; Jones, Dr. Dan; Rehak, Patricia; Stavinoha, Natalie
Absent	Taylor, Dr. Wayne

### 3. Agenda

	Topic	Owner
1.	Internet postings (internal docs.-minutes)	
2.	QEP	
3.	Achieving the Dream-Testing & Advising Coordinators Action Plan Form – Dan’s Form SACS-Review core standards & links	

### 4. Information Items

	Description	Date	Participants
1.	Internet Postings – Leigh Ann brought up problems with posting department minutes on the internet that contain information that should not be for everyone to view. Pam will check on setting up the documents as password protected.		
2.	QEP – Pat gave an update on the QEP progress. Pat stated the advantages of using a success course on a small scale to be expanded at a later date. Pat explained the Lead Evaluator Nomination process and asked the leadership team to review the process. Pat explained the outline of the QEP plan for Get in Gear for a Great 1 <sup>st</sup> Year. She explained the assessment methods that were used. She also showed a QEP Power Point and explained that music would be attached to the presentation. The leadership team was supportive of the plan.		
3.	Achieving the Dream – Dan stated the QEP plan would work well with the Achieving the Dream advising and testing portion. Dan needs coordinators for Achieving the Dream. The coordinators will provide work plans and budgets. Dan explained that the coaches were upset that a person has not been designated as of this date. Discussion		

	<p>occurred over how to approach the coaches at the conference next week. It was determined that a meeting would be scheduled to discuss the approach.</p> <p>Action Plan Form – Dan’s Form – Dan explained the changes to the action plan form. He also explained the form should not be sent out for use until his committee met to approve the form. A paragraph will be added to explain what items need to be entered on the form. The revised WCJC strategic planning cycle was reviewed with approved changes. Pam will delete the old annual report form on the Intranet. Dan will create instructions for the annual reporting. An email will be created on Friday at the leadership team meeting. Dan will make additional revisions to the action plan form and present it for approval on Friday.</p> <p>SACS – review core standards &amp; links:  2.1 – <a href="http://www.capitol.state.tx.us">www.capitol.state.tx.us</a> should be deleted in the source docs.  2.4 – The mission committee should be purpose/mission committee.  Pam stated the external links cannot be going to the Intranet. This will be corrected. BOT 5/15/06 should be 5/16/06 labeled in the source documents. Reg. 001 needs to be replaced with the newly revised version in the source documents and narrative. A change will be made in the internal documents to include the whole document instead of page number.  2.7.1 – Reg. 781 needs to be replaced with the newly revised version. GIPWE chapter 3 should be deleted in the source documents. GIPWE external link wording will be changed. Reg. 782 will be added when updated.  2.7.2 – Reg. 711 will be added when updated. Reg. 001 needs to post to the current updated version in the narrative. CIR minutes 3/8/07 needs to have the committee name on the minutes. The last paragraph, last sentence in the narrative needs a period. Reg. 001 under internal documents needs the updated version. Pat stated any reference to the employee handbook needs to be the revised version (make sure Judy entered the date of the revision). It was noted that the employee handbook on the Internet is linking to the Intranet. This will prevent problems for linking externally. CIR minutes are not showing as a link in the source documents.  The remainder of the meeting was checking links on standards.</p>		
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## 7. Action Items

	New Action Items	Owner	Due Date	Status
1.				

## 5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 6:30 P.M.			