



# Wharton County Junior College

## Leadership Committee Meeting

### 1. Leadership Committee Meeting Minutes

Item	Description
Date	November 19, 2007
Time	8:30 A.M.
Location	Hutchins Memorial Center

### 2. Attendees

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

### 3. Agenda

	Topic	Owner
1.	SACS	
2.	Other Items	

### 4. Information Items

	Description	Date	Participants
1.	Ms. McCrohan introduced Dr. Michael Johnson to the leadership team and explained how the team evolved. Dr. Johnson made sure the team was aware of the key dates on the timeline. He stated a press release would go out in June '09 and the reports would be due mid-March '08. He explained that the Bay City site would require a substantive change report but sites after the fourth would not. Dr. Johnson stated the focused report was optional but he would advise doing one. Dr. Johnson handed out documentation on the off-site report transmittal letter and sample language. He explained things that can go wrong, such as, the institution misunderstands the standard, and the committee misunderstands the standard. He said to keep in mind it is a preliminary document. Another problem is links that don't work, especially with external sources and awkwardness in the way the document is set up. He suggested sending the person straight to the page or sentence, not a whole catalog. He also suggested keeping the document clean because reviewers can miss links. Dr. Johnson stated hyperlinks in the text are most important. He explained to walk them through the process and don't resort to sticking the sources at the bottom of the document. When in doubt, use language from the standard, not the resource manual. The resource manual is not a checklist. VCT is an example of needing an agreement. Dr. Pate asked about an example of an AAS and we enter into an agreement with UofH and they give a BAAS. Dr.		

<p>Johnson stated you need to establish your faculty is competent to teach at that level. You should have a portfolio on these faculty members. He also stated transferable courses need to be treated as such. Dr. Pate explained WCJC might enter in an agreement for a construction science program. Dr. Johnson stated problems arise in this area and you need to evaluate the faculty the best you can. He also stated that to say they are non-transferable, but then you transfer them is a problem. Dr. Johnson said to take note of the on-site standards, such as, 3.3.1. He stated 3.5.1 – Competencies – Are you assessing and are you doing something about the results? Show evidence of students showing competencies. Dr. Johnson explained the principle sections with the highest percentage of negative findings. He stated problems occur if you have policies, but don't show proof the policies are followed. You should maintain a log of student complaints. He took note that the Memorandum of Understanding should be scanned and be a part of the documentation. The liability needs to be addressed. Standard 3.4.11 should have a table with programs, coordinators, and qualifications listed. The key to writing a compilation or focused report is to think like the reviewer. Dr. Johnson lists the top 12 recommendations. Standard 2.8 needs a narrative to explain why full-time coverage is justified. He stated you need to ask the question, do you have degree granting authority? The document needs to help answer this question. Take it off if it does not answer the question. This question needs to be asked of all supporting documents. He said to remember to make it simple. At this time it has too many documents. He stated that saying the board agenda's are posted in the library does not help the off-site committee. He suggested attaching the most recent agenda. He also suggested not sending to a link that sends to a link. He suggested adding a simple listing of board members. Dr. Johnson stated to not make them go to the catalog for the mission statement. You need to go directly to the statement in reference. Under governance administration make sure you have approved policies and point out two examples of implementation of policy. Attaching a blank form will be non-compliant. Standard 3.10.1 is a little wordy but well written and very clear. He advised not doing the QEP too late. The rubrics and assessment need to be in place. The outcomes used are not necessarily learning outcomes. He suggested the co-hort studies are not only the first course but the second course. Make sure you use student learning and not retention.</p> <p>Substantive Change – Dale stated he followed VCT's report. Dr. Johnson explained that certain questions have to be addressed. He felt that the report was on the right track with the approach. Pam asked how to post on the Document Index and Dr. Johnson stated the report would not be used much.</p> <p>Dr. Johnson recommended using an earlier version of Adobe since Adobe 7 has created problems. He indicated Internet Explorer would be used by most. He stated to not assume that all have high powered graphics. You need to test on browsers and off campus. Don't just</p>		
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	test on the institutions browser.		
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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 9:30 A.M.			