



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	November 28, 2007
Time	2:00 P.M.
Location	Administrative Conference Room

2. Attendees

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

3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	
2.	Other Items: Regulations	

4. Information Items

	Description	Date	Participants
1.	Standards That Need Rewrite: 3.7.1 – Ms. McCrohan will check with Judy on this standard. 3.11.1 – Ms. McCrohan will complete this standard. 3.12.1 – Ms. McCrohan will complete this standard. 3.14.1 – Corrections will be made on future brochures stating “accredited by the Commission on Colleges and Schools...”. This is an incorrect statement according to SACS. It will be shown to SACS as being corrected for the next catalog for 2008-2009. It is correct on the website. A complete statement has to be used, not a partial statement. 3.8.2. – Leigh Ann will complete this standard. 3.8.3 – Leigh Ann will complete this standard. Second Revisions: 2.5 – Changes were made to the document. Discussion occurred over whether or not to include the athletic program on this standard. The team decided to delete the paragraph. Leigh Ann questioned orientation and the student success coordinators not being added to the narrative. Leigh Ann will email Scott and Robert for the success coordinator information. Leigh Ann will email Patti Lawlor for the orientation information. Leigh Ann will complete the standard.		

<p>3.5.1. – All members were asked to review the standard for the next meeting.</p> <p>3.4.2. – Ms. McCrohan stated only continuing education should be addressed. This standard does not include programs offered for credit, such as, cosmetology. Vocational programs, and the fitness center will be deleted. Public Safety Training will be for professional development classes only.</p> <p>3.4.3. – Ms. McCrohan noted all policies need to be updated. All members need to look at their policies. Moved to 3. narrative completed.</p> <p>3.4.5. – Changes were made to the narrative. The examples of annual review and revisions need to have evidence of being completed. Another example might need to be discussed. Travel expense reports in source documents need to be deleted.</p> <p>Reg. 111 – Ms. McCrohan will revise the regulation.</p> <p>3.4.10. – Changes were made to the narrative. Other assessment measures need to link to the master syllabi examples. Other links were added throughout the document. Move to 6. standards that need source documents.</p> <p>3.7.3. – Discussions occurred over what opportunities are available to part-time faculty. Changes were made to reflect this. A chart will be developed for the opportunities through CEU workshops. Links were added throughout the narrative. Source documents were added. Moved to 6. standards that need source documents.</p> <p>3.9.3. – The document was reviewed and changes were made to the narrative. Links were added to the narrative.</p> <p>3.4.9. – Internal advertising will be made to advertise the opening of the Learning Assistance Centers. An announcement will be made at convocation along with other types of advertising. Source documents were checked. Leigh Ann will make some changes to the narrative.</p> <p>3.8.1. – Changes were made to the document.</p>		
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7. Action Items

	New Action Items	Owner	Due Date	Status
1.	3.7.1. – Ms. McCrohan will complete.	Ms. McCrohan		
2.	3.11.1. – Ms. McCrohan will complete.	Ms. McCrohan		
3.	3.12.1. – Ms. McCrohan will complete.	Ms. McCrohan		
4.	3.8.2. – Leigh Ann will complete.	Leigh Ann Collins		
5.	3.8.3. – Leigh Ann will complete.	Leigh Ann Collins		
6.	2.5. – Leigh Ann will email Scott and Robert for the success coordinator information. Leigh Ann will email Patti Lawlor for the orientation	Leigh Ann Collins		

	information. Leigh Ann will complete.			
7.	3.5.1. – All members are to review the standard for the next meeting.	All Leadership Team Members		
8.	Reg. 111 – Ms. McCrohan will revise.	Ms. McCrohan		
9.	3.7.3. – A chart will be developed for the opportunities for CEU workshops for part-time faculty.			
10.	Leigh Ann will make some changes to the narrative.	Leigh Ann Collins		

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 7:30 P.M.			