



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	December 12, 2007
Time	2:00 P.M.
Location	Administrative Conference Room

2. Attendees

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

3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	

4. Information Items

	Description	Date	Participants
1.	Standards Edited by Bruce: 2.1 – Bruce’s notes will be left for Pam and Ms. McCrohan to review. Leigh Ann will ask Ms. McCrohan for her revised version of the standard. 2.2 – Bruce’s editing suggestions were discussed. Changes were made to the document. Pam will decide on the source documents. 2.3 – Bruce’s changes were accepted. Other minor changes were made. Moved to 7. ready for tech editing. 2.4 – Bruce’s changes were reviewed. Changes were accepted. Moved to 7. ready for tech editing. 2.6 – Changes were accepted. Moved to 7. ready for tech editing. 2.7.1 – Changes were accepted. Moved to 7. ready for tech editing. 2.7.2 – Changes were accepted. Moved to 7. ready for tech editing. 2.7.3 – Bruce’s changes were discussed. Other changes were made. Moved to 7. ready for tech editing. 2.7.4 – Changes were accepted. Moved to 7. ready for tech editing. 2.8 – Changes were accepted. Moved to 7. ready for tech editing. 2.11.1 – Bruce’s changes were discussed. Other changes were made. Changes were accepted. Moved to 7. ready for tech editing. 2.11.2 – Bruce’s changes were discussed. Other changes were made. Changes were accepted. Moved to 7. ready for tech editing. Second Revisions to Review:		

<p>3.9.3 – Moved to 3. narrative completed for Bruce’s editing.</p> <p>3.8.1 – Leigh Ann will revise the document. Moved to 1. standards that need rewrite.</p> <p>2.10 – Moved to 1. standards that need rewrite. Ms. McCrohan needs to revise the narrative.</p> <p>3.4.2 – Natalie made changes to the narrative and she will review the source documents. Moved to 3. narrative completed for Bruce’s editing.</p> <p>3.4.5 – The team reviewed the revised narrative. Changes were made as suggested. Moved to 3. narrative completed for Bruce’s editing.</p> <p>3.4.9 – Leigh Ann will check the source documents. Moved to 3. narrative completed for Bruce’s editing.</p> <p>Leigh Ann will email Dan Jones for the information regarding standard 3.5.1.</p> <p>Standards 3.7.1, 3.12.1, 4.6, 3.14.1, 3.11.1 will be revised by Ms. McCrohan.</p> <p>Pam – When is the date for Bruce to make all edits? Leigh Ann will send them to Bruce on Friday, December 14th. She is asking him to return them on Wednesday, January 2nd.</p> <p>Pam – When is the leadership team going to review the standards off the web? Leigh Ann stated a date will be set for a meeting after the 2nd.</p> <p>Leigh Ann and Pam discussed the timeline as follows:</p> <p>Friday, December 14 – send Bruce all standards remaining to edit.</p> <p>Wednesday, January 2 – Bruce sends back all edits. Leigh Ann will review the edits and accept the changes. If there are any changes she is unsure of, she will leave them for the leadership team to discuss.</p> <p>Friday, January 4 – 9:00 A.M. Leadership Team meeting to discuss Bruce’s revisions.</p> <p>For the next two weeks all members will review their standards for source documents. This will be completed by January 21st.</p> <p>Wednesday, January 23 – 2:00 P.M. Leadership Team meeting to review all links. The documents will be in either folder 7 or 8. (Note: Links need to go to documents, NOT websites.) Leigh Ann asked Pam to highlight the exact part of the document you want the SACS person to read.</p> <p>Thursday, January 24 – 2:00 P.M. Leadership Team meeting to review links.</p> <p>Tuesday, January 29 – 2:00 P.M. Leadership Team meeting to review links.</p> <p>Wednesday, January 30 – 2:00 P.M. Leadership Team meeting to review links.</p> <p>Discussion occurred over asking faculty or other employees to volunteer to check links off campus with various browsers.</p> <p>An agenda item will be completed for the February Board of Trustees meeting to approve and review the SACS documents.</p> <p>For the January 4th leadership team meeting, all members need to submit names to check links off campus. Leigh Ann will create a table for a checklist for the reviewers of the links.</p>		
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7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Leigh Ann will ask Ms. McCrohan for her revised version of standard 2.1.	Leigh Ann Collins		
2.	Pam will decide on the source documents on standard 2.2.	Pam Youngblood		
3.	Leigh Ann will revise standard 3.8.1.	Leigh Ann Collins		
4.	Ms. McCrohan will revise standard 2.10.	Ms. McCrohan		
5.	Natalie will review the source documents of standard 3.4.2.	Natalie Stavinoha		
6.	Leigh Ann will check the source documents of standard 3.4.9.	Leigh Ann Collins		
7.	Leigh Ann will email Dr. Jones to information on standard 3.5.1.	Leigh Ann Collins		
8.	Standards 3.7.1, 3.12.1, 4.6, 3.14.1, 3.11.1 will be revised by Ms. McCrohan.	Ms. McCrohan		
9.	Leadership Team Meetings: Friday, January 4 at 9:00 A.M. to review Bruce's edits. January 7 – January 21 – review all standards source documents Wednesday, January 23 at 2:00 P.M. to review all links Thursday, January 24 at 2:00 P.M. to review all links Tuesday, January 29 at 2:00 P.M. to review all links Wednesday, January 30 at 2:00 P.M. to review all links	All Leadership Team Members		
10.	Complete agenda item for the February Board of Trustees meeting.			
11.	All leadership team members to submit names of individuals to check links off campus.	All Leadership Team Members		
12.	A table will be produced for the link checkers.	Leigh Ann Collins		

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 6:00 P.M.			