



# Wharton County Junior College

## Leadership Committee Meeting

### 1. Leadership Committee Meeting Minutes

Item	Description
Date	July 9, 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; Youngblood, Pam; Jones, Dan; Collins, Leigh Ann; Rehak, Patricia; Stavinoha, Natalie; Taylor, Dr. Wayne; Dees, Stephanie
Absent	Pinson, Dale

### 3. Agenda

	Topic	Owner
1.	QEP Evaluator	
2.	Suggestions to relieve travel increases for students and staff	

### 4. Information Items

	Description	Date	Participants
1.	<p>QEP – Stephanie explained the change in the QEP. She stated that the pilot course was going to be mandatory for certain populations. The committee looked at all options. They decided not to make the course mandatory for populations, but targeting first year students during the 5 year plan. Pat stated that the plan can be modified at any time if the institution decided to make a change. Betty stated that they will market heavily as a first come first serve basis. The QEP committee needs input from the leadership team by their last meeting on Tuesday. After their last meeting they will send a final draft to the leadership team members.</p> <p>QEP Lead Evaluator – Pat stated that the lead evaluator has to be adhered to for SACS. When the person is chosen a letter will be sent to Dr. Michael Johnson from Dr. Ty Pate asking permission to hire the person. Pat asked the leadership team to review the applicants, Alma Rowland and Dede DeLaughter. Dan recommended going with the QEP committee’s choice – Alma Rowland. Stephanie explained how the QEP committee narrowed the choice to two candidates. Pat asked the team to look at the 5 year budget before next week. Betty and Bryce will review the budget. Betty stated that a person needs to be designated to coordinate with the marketing department.</p>		
2.	Suggestions to relieve travel increases for students and staff – Bryce		

<p>stated that a four day work week was the most suggested way to relieve the high cost of gas. Most of the staff misunderstood that Friday would still be a work day for staff. He also stated that closing on Friday would not save on utilities. Discussion occurred over changing the schedule for the Spring semester. Suggestions were to have 3 hour classes on Monday and Wednesday, and 3 hour classes on Tuesday and Thursday, and holding afternoon classes. Ty had concerns about holding afternoon classes. Pat stated that scheduling has been noted as a problem with students in past surveys. Dan stated that there are various models of block classes to review. It was suggested the faculty and division chairs hold meetings to discuss options. He also stated that consultants are available. Leigh Ann asked if there was a way to track students that try to get into classes and cannot. Pam explained what Banner tracks at this time. She was not sure that you could track by individual. Pam explained the wait list in Banner. Leigh Ann asked if the registration page could be modified to let the student say if they were satisfied or not. Pam did not know if her department had the capability to modify that part, since it has never been modified before. Betty asked Pam to investigate the waiting list and the capability to notify by email problems that students are having. Pat stated that having hypothetical schedules for students to see on the web would help. Betty asked if Banner would allow students to register by the block. Pam will check on this. Ty stated that they needed to decide on how to purge for the fall semester. Pam explained the current purge process. Ty asked Stephanie if the computer 1301 class is full at the start of classes. She stated that they might lose three in the purge. Betty asked if the maximums of the classes can be increased. Deanna suggested having the division chair secretaries call weekly starting with the full classes in their area, asking for payment. Incorrect phone numbers and emails have been a problem in the past for contacting the students.</p> <p>Betty stated we could not go to a four day work week. Pam suggested giving the departments the flexibility to stay open longer to accommodate the students after 5:00. Bryce asked if it was discriminating to allow some departments to have flexibility, but not to give that to other departments. Betty stated that it would not be positive to make a change to the hours. Leigh Ann suggested posting positive statements on our website, such as less expensive to attend Wharton County Junior College than a university, and promote our dorms. Bryce stated that some divisions were good about keeping faculty at one campus, whereas others were not. Stephanie explained that it was easier for the academic transfer courses but not in the program areas. Discussion occurred over changing the travel policy. Bryce brought up problems with IRS. The team talked about increasing part-time pay and cutting out travel for faculty. It was also discussed to tell students at orientation about carpooling. Hybrid and blended courses were discussed. Pat stated that we needed more online classes and to screen the students prior to the start of class. Pat said that Barbara Watson had a questionnaire for VCT classes that asks</p>		
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<p>the students questions that hopefully determines if they are cut out for online classes.</p> <p>Betty stated that since the purge date of August 4 is posted in the schedule, then a change should not be made for the fall semester. A meeting will be scheduled to further discuss the purge process. A meeting will be scheduled to discuss blocked classes. Dr. Taylor will implement discussing carpooling in the orientation sessions, PTK, and SGA meetings. Consideration to increase the part-time salaries will be discussed at the Executive Cabinet budget meetings.</p> <p>Betty asked everyone's opinion of stopping the mailing of the schedules due to the cost. She asked others to poll schools around the area to see what they were doing. Pam asked if post cards are cheaper. Betty asked Pam to show the new WCJC interim website. Betty asked members to communicate to all staff that we are working on a new website.</p>		
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## 7. Action Items

	New Action Items	Owner	Due Date	Status
1.	The QEP committee needs input about the plan from the leadership team by their last meeting on Tuesday.	Leadership Team Members	Before next Tuesday	
2.	Dr. Pate will send a letter to Dr. Michael Johnson asking permission to hire Alma Rowland for the QEP Lead Evaluator position.	Dr. Pate		
3.	Betty and Bryce will review the QEP budget prior to Tuesday's meeting.	Betty & Bryce		
4.	Pam will investigate the waiting list and the capability to notify by email problems that students are having.	Pam		
5.	Pam will check to see if Banner will allow students to register by the block.	Pam		
6.	A meeting will be scheduled to discuss the Fall purge process.	Dr. Pate		
7.	A meeting will be scheduled to discuss blocked classes.	Dr. Pate		
8.	Consideration to increase the part-time salaries will be discussed at the Executive Cabinet budget meetings.	Betty and All Vice-Presidents		
9.	All leadership members will poll other schools To see what they are doing about mailing Schedules.	Leadership Team Members		
10.	Communicate with all staff that we are working on a new website.	Leadership Team Members		

## 5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 4:55 P.M.			