



# ***Wharton County Junior College***

*911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560*

**Name of Committee:** SACS Compliance Committee

**Date of Meeting:** October 11, 2006

**Time:** 3:00 p.m.

**Chairperson:** Bryce Kocian

**Secretary:** Barbara Bubela

**Present:** Bryce Kocian; Pam Youngblood; Ty Pate; Barbara Bubela; Darlene Byrd; Mike Feyen; Kewi-Feng Hsu; Patricia Rehak; Phil Carter; Leigh Ann Collins; Scott Glass; Christine Nevarez; Judy Jones; Pam Armentrout; Bruce Kieler; Liz Rexford; Barbara Watson; Natalie Stavinoha; Ken Rosier; Amanda Brand via ITV; Frank Carey via ITV; Sean Reed via ITV.

**Absent:** Mary King; Dan Jones; Julie Aaronson; Phil Carter (Department Head Meeting); G. G. Hunt;

## **Business:**

Bryce welcomed everyone to the SACS Compliance Committee Meeting.

### **1. Questions from Task Force Members**

Chris stated that on the general SACS Report site the term "Distance Education" is used, but when the site is opened, the term "Continuing Education and Outreach" is used. This issue will be corrected. She will include in her Standards only the information that SACS is requesting. Kwei asked if the names, e-mail addresses, and phone numbers of individuals who helped her with her Standards should be listed on the report and Bryce stated that they should.

### **2. Review of Revisions of Standards**

Standards 2.2, 2.3, 2.8, and 3.2.1 are ready to be submitted to the Leadership Committee. Sean Reed will add one more hyperlink to his Standards 4.8 and it will be ready to be submitted to the Leadership Committee. Pam A. will make the suggested revisions suggested by the Leadership Committee on Standards 2.1 and resubmit it.

### **3. Review of Standards 2.3; 2.7.1; 2.7.2; 3.2.9; 3.2.10; 3.2.5; 3.2.12; 3.4.6; and 3.10.5**

Leigh Ann presented Standards 3.4.6 regarding the institution employing sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. She will research the Regulation that pertains

SACS Compliance Committee Meeting  
October 11, 2006

to this topic and report back to the Committee. Dr. Pate stated that he will work on this Standard regarding the mode of delivery for courses.

Pam A. presented Standards 2.3 regarding the institution having a chief executive officer whose primary responsibility is to the institution and who is not the presiding officer of the board. She stated that part of her source document has been requested but isn't included in her report.

Dr. Pate presented Standards 2.7.1 which refers to the various degree programs offered by WCJC. Natalie, Frank Carey, and Dr. Pate worked on this Standard. He will change the number of Associate of Applied Science degree programs offered from 18 to 17 while awaiting approval of the Cosmetology Program from the Coordinating Board. He will add links to his report and present it to the Committee. Links should be added within the narrative if a specific statement is to be made.

Dr. Pate presented Standards 2.7.2 regarding the institution offering degree programs that embody a coherent course of study that is compatible with its stated purpose and is based upon fields of study appropriate for higher education. He will add links to the catalog and to the Workforce Education Course Manual (WECM). He will also add links to the Advisory Board Minutes and the Curriculum and Instructional Resources Minutes. Dr. Pate will also add the process that is followed in putting a program together.

Judy presented Standards 3.2.9 regarding the institution defining and publishing policies regarding appointment and employment of faculty and staff. She stated that at the present time, we are not in compliance. Several regulations need to be rewritten or modified prior to becoming compliant. Bruce suggested placing an information item on the agenda for the monthly Board meeting showing which regulations will be reviewed and changed. Judy will show the process that is followed in hiring an employee. She will put the handbook in electronic form which is given to members of the search committee and link to it in her report.

Judy presented Standards 3.2.10 referring to the institution evaluating the effectiveness of its administrators, including the chief executive officer, on a periodic basis. We are in compliance regarding this Standard. Regulation 876 states that a meeting is held in September for the purpose of evaluating an administrative staff member. Judy stated that there are no documents in the Human Resource Department documenting that this is being done. She will add a blank Evaluation Form to the source document in her report.

Scott presented Standards 3.2.5 stating that members of the governing board can be dismissed only for cause and by due process. No policy could be found regarding this issue. It was interpreted that if this process should be in place by 2006. Scott will research Texas Law and also follow the guidelines of Legislation. A reference will be made to the Texas Education Code. He will also check with other school boards in the district to see what guidelines are being followed.

Scott presented Standards 3.2.12 regarding the institution's chief executive officer having ultimate control of the institution's fundraising activities. We are in compliance

SACS Compliance Committee Meeting  
October 11, 2006

regarding this Standard. He will research the wording in Regulation 009 and Regulation 127.

Kwei presented Standards 3.8.1 regarding the institution providing facilities, services, and learning/information resources that are appropriate to support its teaching, research, and service mission. The question was raised if students were adequately provided service since there is no elevator in the library. Mike stated that if you provide service to students, you are ADA compliant. She will site the master plan in her report.

Darlene presented Standards 3.10.5 regarding the institution maintaining financial control over externally funded or sponsored research and programs. She will link to the current audit in her report. Compliance audits are done periodically on grants and she will link to a current grant.

The following Standards will be reviewed on October 18, 2006:

- 2.9 Kwei
- 3.2.6 Scott
- 3.2.13 Scott
- 3.7.1 Judy
- 3.7.5 Phil
- 3.9.1 Phil
- 3.10.3 Darlene

The meeting adjourned at 5:05 p.m.