



Wharton County Junior College

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

Name of Committee: SACS Compliance Committee

Date of Meeting: October 18, 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; G. G. Hunt; Judy Jones; Pam Armentrout; Bruce Kieler; Liz Rexford; Barbara Watson; Natalie Stavinoaha; Julie Aaronson; Ken Rosier; Amanda Brand via ITV; Sean Reed via ITV.

Absent: Mary King; Dan Jones; Frank Carey

Business:

1. Questions from Task Force Members

Bryce stated that due to a Developmental Workshop next Wednesday, we will not have a SACS Compliance Meeting on October 25. We will continue to have weekly SACS Compliance Meetings every Wednesday at 3:00 in the Curriculum Development Center beginning on November 1, 2006.

Bruce presented a demonstration on the proper procedure to cite source materials. He stated that the source document should include the name of the author, the institution, the academic department or administrative office, the date the document was issued, and the page on which the material can be found.

2. Review of Standards 2.9; 3.2.6; 3.4.12; 3.4.13; 3.7.1; 3.7.5; 3.9.1; 3.10.3; 3.10.4

Kwei presented Standards 2.9 regarding the institution providing and supporting student and faculty access and user privileges to adequate library collections as well as to other learning/information resources consistent with the degrees offered. WCJC is in compliance regarding this Standard. Kwei included the names, e-mail addresses, and phone numbers of her subcommittee members. Kwei will add a hyperlink to the WCJC library web pages.

Liz presented Standards 3.2.6 regarding there being a clear distinction, in writing and in practice, between policy-making functions of the governing body and the responsibility of the administration and faculty to administer and implement policy. The steps to having a regulation approved were submitted to the President's Cabinet, the Faculty

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Council, and the Support Staff Council. Several of the Councils referred to in Reg.862 are no longer active. Bryce stated that regulations that need to be amended should be submitted to the President. Bruce stated that it was his understanding that minor revisions to regulations could be presented to the Board as an Information Item.

Judy presented Standards 3.7.1 regarding the institution employing competent faculty members qualified to accomplish the mission and goals of the institution. WCJC is in compliance regarding this Standard. Judy will add the hyperlink "SACSCOC" to the area referring to WCJC Jobs-Faculty Full-Time.

G.G. presented Standards 3.4.13 regarding the institution assigning responsibility for program coordination for each major in a degree program to persons academically qualified in the field. She will add links to the faculty roster, job descriptions, and SACSCOC. She will also link to the minutes from the Curriculum and Instructional Resources Committee.

G.G. presented Standards 3.4.12 regarding the institution placing primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty. WCJC is in compliance regarding this Standard. G.G. will add a link to the Strategic Planning Process.

Phil presented Standards 3.7.5 regarding the institution publishing policies on the responsibility and authority of faculty in academic and governance matters. WCJC is in compliance regarding this Standard. Phil will add links regarding academic governance. He will also link to Reg.711 and reference Reg.781 and Reg.782.

Phil presented Standards 3.9.1 regarding the institution publishing a clear and appropriate statement of student rights and responsibilities and disseminating the statement to the campus community. WCJC is in compliance regarding this standard. Phil will visit with Dr. Wayne Taylor for further references regarding students. He will state that student handbooks are available on site. Phil will also add a reference regarding Academic Appeals.

Darlene presented Standards 3.10.3 regarding the institution auditing financial aid programs as required by federal and state regulations. WCJC is in compliance regarding this Standard. She will add various links to her Standard.

Darlene presented Standards 3.10.4 regarding the institution exercising appropriate control over all its financial and physical resources. Darlene followed various examples from other schools.

The following Standards will be reviewed on November 1, 2006:

- 3.4.7 Phil Carter
- 3.4.8 Phil Carter
- 3.7.2 Judy Jones

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3.7.3 Judy Jones
4.5 Scott Glass

The meeting adjourned at 5:10 p.m.