



Wharton County Junior College

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

Name of Committee: SACS Compliance Committee

Date of Meeting: October 4, 2006

Time: 3:00 p.m.

Chairperson: Bryce Kocian

Secretary: Barbara Bubela

Present: Bryce Kocian; Pam Youngblood; Ty Pate; Dale Pinson; Julie Aaronson; Barbara Bubela; Darlene Byrd; Mike Feyen; Kewi-Feng Hsu; Patricia Rehak; Phil Carter; Leigh Ann Collins; Scott Glass; Christine Nevarez; Bruce Kieler; Liz Rexford; Barbara Watson; G.G. Hunt; Natalie Stavinoha; Ken Rosier via ITV.

Absent: Pam Armentrout; Judy Jones; Mary King; Amanda Brand; Frank Carey; Sean Reed; Dan Jones.

Business:

Bryce welcomed everyone to the SACS Compliance Committee Meeting. He welcomed the new members to the Committee and thanked Phil for agreeing to complete an additional Standard. He also stated that the new members will be allowed additional time to complete their Standards.

1. Questions from Task Force Members

Several Committee members had problems putting their Standards on the Intranet. This issue will be researched further.

2. Review of revisions of Standards

The Leadership Committee reviewed Standards 2.1 which was prepared by Pam A. and will have written comments to present to her. Julie stated that she made the suggested changes to Standards 4.6 and it is ready to be submitted to the Leadership Committee. Kwei's Standards 3.8.3 is ready to be submitted to the Leadership Committee.

3. Review of Standards 2.3; 2.7.4; 3.2.3; 3.2.4; 3.2.5; 3.2.7; 3.2.8; 3.2.11; 3.2.12; 3.2.9; 3.4.5; 3.4.9; 3.4.11; 3.8.2; 3.9.3.

Dr. Pate stated that he and Patricia will meet with Frank Carey regarding his Standards 2.7.4 and give a report at a later date.

Scott presented Standards 3.2.3 regarding the policy the Board has addressing conflict of interest for its members. He will meet with Philip Wuthrich regarding this issue.

SACS Compliance Committee Meeting
October 4, 2006

Scott presented Standards 3.2.4 regarding the board not being subjected to undue pressure from political, religious or other external bodies. He will reference the Texas Education Code. Bruce reiterated that when Regulations are quoted, they are quoted correctly. Scott will also clarify how the Statement of Ethics safeguards the institution.

Scott presented Standards 3.2.7 regarding the organizational structure of the institution. He will link to the WCJC web page for the organizational chart.

Scott presented Standards 3.2.8 regarding the administrative and academic officers of the institution. The personnel items mentioned in this standard were compiled by the Human Resource Department. Scott will add the year each of the administrative officers took over their position. He will visit with Judy Jones regarding linking the various related transcripts. Scott will also link the City of Wharton's website to add Bryce's bio. He will add the job tasks for administration.

Scott presented Standards 3.2.11 regarding the institution's intercollegiate athletics program. Scott will verify the athletic committee members and will add a link to Reg #010. He will link the last SACS visit report regarding this issue to the Standards.

Scott presented Standards 3.2.14 regarding the institution's policies concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. He is waiting on a report from his liaison to add to the report. Scott was unable to find anything in the regulation that addresses students; therefore, we are not in compliance regarding this standard.

Leigh Ann presented Standards 3.4.5 regarding the institution publishing academic policies that adhere to principles of good educational practice. There was a discussion regarding the policy manual. She will add examples of how regulations are taken to Extended Cabinet for their review along with minutes from this committee. She will also add minutes from the Board documenting the approval of the various regulations. Sections 1 through 12 of the Regulation Manual are the official Board Policy. This manual is kept in the President's Office.

Phil presented Standards 3.4.11 regarding the institution protecting the security, confidentiality, and integrity of its student academic records and maintaining special security measures to protect and back up data. Phil stated that this standard was very similar to his Standard 3.9.2 regarding the protection of student records. He will site a textbook which is housed in Albert Barnes' office as a reference. He will scan the FERPA acknowledgment and also site it.

Julie presented Standards 3.4.9 regarding the institution providing appropriate academic support services. Julie linked to the results of surveys completed by faculty and staff. She will also link to her individual website as well as the ABE website. She will add the numbers of Dual Credit and Distance Ed to her report.

SACS Compliance Committee Meeting
October 4, 2006

Kwei presented Standards 3.8.2 regarding the institution ensuring that users have access to regular and timely instruction in the use of the library and other learning information resources. She will update the report since it only represents two semesters. She will add how the library instructions are offered to students, faculty, and staff at all locations on a 24 hour/7 day basis.

Julie presented Standards 3.9.3 regarding the institution providing services supporting its mission with qualified personnel to ensure the quality and effectiveness of its student affairs programs. Julie linked to a chart which was prepared by the Human Resource Department showing the various positions in the Student Services Department, the individual holding that position, and what his/her credentials are. She will also add the various positions in the Financial Aid Office as well as the Registrar's Office.

The following Standards will be reviewed on October 11, 2006:

- 2.3 Pam Armentrout
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- 2.7.4 Frank Carey
- 3.2.9 Judy Jones
- 3.2.10 Judy Jones
- 3.2.6 Scott Glass (pending)
- 3.2.12 Scott Glass (pending)
- 3.2.13 Scott Glass (pending)
- 3.7.5 Phil Carter
- 3.8.1 Kwei-Feng Hsu
- 3.10.2 Darlene Byrd

The meeting adjourned at 5:00 p.m.