



Wharton County Junior College

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

Name of Committee: SACS Compliance Committee

Date of Meeting: November 8, 2006

Time: 3:00 p.m.

Chairperson: Bryce Kocian

Secretary: Barbara Bubela

Present: Bryce Kocian; Pam Youngblood; Ty Pate; Dale Pinson; Barbara Bubela; Darlene Byrd; Phil Carter; Barbara Watson; Natalie Stavinoha; Julie Aaronson; Pam Armentrout; Judy Jones; Dan Jones; Mike Feyen; Scott Glass; Kwei-Feng Hsu; Bruce Kieler; Pat Rehak; Leigh Ann Collins; Liz Rexford; Chris Nevarez; Ken Rosier; Sean Reed and Frank Carey via ITV.

Absent: Amanda Brand; G. G. Hunt; and Mary King.

Business:

1. Questions from Task Force Members

Bryce has received several e-mails indicating that committee members want to wait until after the December SACS Conference to prepare their Standards due to changes being voted on at that time. He will bring this question to the Leadership Team and report their wishes back to the SACS Compliance Committee.

Kwei asked how the suggested changes to Standards will be received from the Leadership Team and Bryce stated that they will be received by hard copy.

Phil stated that he has been having problems making changes in his Standards and then the changes being there when he reopened his document. Bryce will check with Pam regarding this issue.

2. Review of Standards 2.7.3; 3.4.10; 3.7.2; 3.7.3; and 4.5

Dr. Pate presented Standard 2.7.3 regarding the requirement of each undergraduate degree program having the successful completion of a general education component at the collegiate level. We are in compliance regarding this Standard. Dr. Pate and Natalie's names will be added to the Member section of the Standard and Patricia Rehak's name will be removed. The "Associate of Arts" degree mentioned on the second page will be changed to "Associate of Applied Science." A reference will be added stating that we meet SACS Guidelines. Also a reference will be added showing the procedure followed to get courses approved.

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Patricia presented Standard 3.4.10 regarding the institution defining and publishing general education requirements for its undergraduate programs and major program requirements for all its programs. WCJC is in compliance regarding this Standard. Reg.711, Reg.781, and Reg.782 need to be revised. There needs to be a clear definition of the goals of the college. This Standard is ready to be presented to the Leadership Team.

Judy presented Standard 3.7.2 regarding the institution regularly evaluating the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. WCJC is in compliance regarding this Standard. Sample evaluation forms and procedures need to be added to this Standard. Bryce will check with the Leadership Team regarding this issue. A reference to Reg.875 will be added to this Standard. The term "adjunct" will be removed and only "part time" will be used.

Judy presented Standard 3.7.3 regarding the institution providing evidence of ongoing professional development of faculty, as teachers, scholars, and practitioners. WCJC is not in compliance regarding this Standard referring to professional growth and development of part time faculty. The Annual Assessment Report will be referenced to on the first page. This Standard will be presented to the Leadership Team.

Judy also stated that Standards 3.7.1; 2.8; 3.2.1; 3.2.9; and 3.2.10 are ready to be submitted to the Leadership Team.

Scott presented Standard 4.5 regarding to the institution having adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. WCJC is in compliance regarding this Standard. Scott will check on the Commission policy to see if it needs to be included in any college publication. There needs to be documentation showing that this procedure is being followed and that we do have a plan in place.

Bryce asked Committee members to send an e-mail to Barbara with an estimated time that their Standards will be completed and ready to be reviewed by the SACS Compliance Committee.

The next SACS Compliance Committee Meeting will be held on Wednesday, November 15, 2006, in the Curriculum Development Center. The following Standards will be reviewed along with any additional that will be complete by this time:

- 3.4.7 Phil Carter
- 4.2 Barbara Watson
- 4.4 Barbara Watson

The meeting adjourned at 4:00 p.m.