



Wharton County Junior College

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

Name of Committee: SACS Compliance Committee

Date of Meeting: March 29, 2006

Time: 3:00 p.m.

Chairperson: Bryce Kocian

Secretary: Barbara Bubela

Present: Betty McCrohan; Bryce Kocian; Dr. Ty Pate; Pam Youngblood; Dale Pinson; Julie Aaronson; Pam Armentrout; Barbara Bubela; Darlene Byrd; Frank Carey; Philip Carter; Leigh Ann Collins; Mike Feyen; Scott Glass; Kewi-Feng Hsu; Dan Jones; Bruce Kieler; Eric Lee; Christine Nevarez; Mary Newman; and Patricia Rehak.

Absent: Judy Jones (conference); Rick Bush (weather); Sean Reed (death of his mother).

Business:

Bryce thanked everyone for attending the SACS Compliance Meeting.

I. Discuss Compliance Committee/Compliance Process - President McCrohan

President McCrohan distributed a draft copy of the SACS Reaffirmation Process. There was a discussion of the assignments of the Committee, the Committee Chair, the Committee members, and the Task Force.

The various timelines were discussed. The Task Force reports must be completed and submitted to the Compliance Committee for their review by October, 2006. The work of the Compliance Committee should be completed by December, 2006. The final Compliance Committee Report should be completed and forwarded to the SACS Reaffirmation Leadership Team by January, 2007. The final review of the Compliance Report from the SACS Reaffirmation Leadership Team should be completed and forwarded to the Editor by March, 2007. The final Edit should be completed and forwarded to the SACS Reaffirmation Leadership Team by May, 2007.

President McCrohan requested that the Compliance Committee review the draft copy of the SACS Reaffirmation Process and e-mail any concerns to her.

II. Discuss MLA Style of Writing - Bruce Kieler

Bruce brought a copy of the Modern Language Association manual. All reports will conform to the MLA style sheet. Special attention should be paid to Chapter 3 which talks about the mechanics of writing such as capitalization, punctuation, etc. Chapter 6 demonstrates the procedure used in sighting documentation. Bruce will produce a three

to four page outline of common writing practices to use for the report, such as aerial 12 point, Microsoft Word, one inch margins on all sides, single spaced, etc.

Kwei stated that the Modern Language Association manual is available through the library website. Visit the library website and click on the Quick Reference at http://www.wcjc.edu/library_n/reference.asp and select MLA style. Or you can go directly to the site at http://www.dianahacker.com/resdoc/p04_c08_s4.html. President McCrohan stated that she would purchase copies of the manual for anyone who wanted one.

III. Discuss Intranet Site for SACS Project - Pam Youngblood

Pam distributed an example of the SACS Compliance Audit Report Template. The electronic format will be provided on WCJC Shared Drive on the web. This will be located on WCJC Intranet by inserting the number "3" behind the www on the web address. The minutes from the SACS Compliance Committee will also be listed on the WCJC Shared Drive.

There will also be a request for SACS Source Documents on the WCJC Shared Drive. All requests for SACS documents must be sent to Pam. She will then update the website

Each task force chair will have access to write their report on-line. Other members will have access to read all task force reports.

The Committee will be notified when the shared drive is available.

IV. Updates from Members

Bryce stated that the Committee has seven months to get their information in.

V. Questions/Answers

Dan stressed to the committee to call to his attention if any areas are not in compliance. He also stated that we should list any advances that are being done to bring areas into compliance. If there are documents missing, please get that information to the liaison.

President McCrohan stated that we need to deal with any issues. The narrative should include if not incompliance, what is being done to correct the situation. Many schools do this on an annual basis.

The next SACS Committee meeting will be held on April 12, 2006, at 3:00 p.m. in the Curriculum Development Center.

The meeting adjourned at 3:55 p.m.