



Wharton County Junior College

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Name of Committee: SACS Compliance Committee

Date of Meeting: April 12, 2006

Time: 3:00 p.m.

Chairperson: Bryce Kocian

Secretary: Barbara Bubela

Present: Bryce Kocian; Pam Youngblood; Dale Pinson; Julie Aaronson; Pam Armentrout; Barbara Bubela; Darlene Byrd; Philip Carter; Leigh Ann Collins; Judy Jones; Mike Feyen; Scott Glass; Kewi-Feng Hsu; Dan Jones; Bruce Kieler; Christine Nevarez; Patricia Rehak; and Sean Reed.

Absent: Rick Bush (dental appt.); Mary Newman; and Frank Carey.

Business:

Bryce thanked everyone for attending the SACS Compliance Meeting.

I. Discuss Templates and Share Point Information - Pam Youngblood

Pam Youngblood distributed an example of the Request for SACS Source Documents template and the SACS Source Documents template which will be found on the WCJC Shared Drive on the web. The Request for SACS Source Documents requires the name of the author, exact title, and publication information requested the current location or current Web URL, and the description of the item. The Request for SACS Source Documents will need to be completed and forwarded to Pam either through e-mail or by hard copy. She will then move the information to the shared drive. The SACS Source Documents form requests the Exact Source Information, How to Cite, and the URL/Special Instructions. The SACS page on the web will be used for communication for everyone. Individuals can subscribe to the page and will get automatic updated e-mails.

II. Discuss SACS Project Task List

The Intranet site will have a task list that should be filled out. This list should be available within three weeks.

III. Updates from Members

Julie asked if information found on the Intranet can be used in the compliance report and Pam stated that it could. Pam would need to know where the information is located so that she can move it.

Bryce stated that a SACS Committee member was having difficulty in choosing his task force and it was suggested that he meet with his liaison to help him regarding this issue.

V, Questions/Answers

Dan distributed a timeline schedule indicating the suggested dates when tasks should be completed. If anyone is having difficulty finding documentation, they should contact either Patricia Rehak or Dan Jones for help. The East Texas website is a good example of how to write the compliance report. Bryce stated that if a deficiency is found to please let someone know as soon as possible.

Barbara will send out an e-mail reminder when the next SACS Compliance Meeting will be held.

The meeting adjourned at 4:00 p.m.