



Wharton County Junior College

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

Name of Committee: SACS Compliance Committee

Date of Meeting: September 13, 2006

Time: 3:00 p.m.

Chairperson: Bryce Kocian

Secretary: Barbara Bubela

Present: Bryce Kocian; Pam Youngblood; Ty Pate; Dale Pinson; Julie Aaronson; Pam Armentrout; Barbara Bubela; Darlene Byrd; Mike Feyen; Kewi-Feng Hsu; Patricia Rehak; Mary Austin Newman; Dan Jones; Sean Reed and Frank Carey, via ITV at the Tech Center.

Absent: Phil Carter (Dept. Meeting); Leigh Ann Collins (Dept. Meeting); Scott Glass (out of town); Judy Jones (medical appt.); Christine Nevarez.

Business:

Bryce welcomed everyone to the SACS Compliance Committee Meeting.

1. Questions from Task Force Members

Bryce opened the floor to any questions from the Task Force Members. Several committee members stated that when they tried to make changes on their documents on the SACS page, they would get a "Read Only" message. Pam stated that this has been fixed. Darlene had problems in transferring her documents from Microsoft Word to the SACS page.

Mary Austin thanked Pam and her staff for getting her Intranet service working at her office at the Tech Center. She also stated that the committee needs to stay on a time schedule and may require one-on-one visits with various members. Bryce stated that the purpose of the committee was to review the documents in a group. Julie felt that the reports should be reviewed by one or two individuals and then be brought before the Compliance Committee. Bryce stated that it is a directive to have the reports completed by October 31.

Kwei stated that she spoke to Dr. Pate and she had faculty members review her document prior to submission to the Compliance Committee. Mike stated that he had some of the leg work done by other individuals and he stayed extra every day to have his report completed. Darlene stated that Bruce Kieler was very helpful in editing her report.

2. Review of revisions to standards 2.10, 2.11, 3.3.1, and 3.10.6

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Julie will make the suggested changes to 2.10 and have them ready to be submitted to the Leadership Committee.

Darlene had minor changes which she made and will have ready for submission to the Leadership Committee.

3.3.1 was not discussed due to Leigh Ann attending a Department Head meeting.

Mike submitted three sets of minutes from his Safety Advisory Meetings for his report 3.10.6. He added a draft of the Disaster Preparedness Manual. He also added the other campuses in his report. He stated that he will keep his report as is regarding comparing us to other colleges.

3. REVIEW OF THE FOLLOWING STANDARDS: 2.1; 2.5; 2.7.1; 2.8; 3.8.3; 3.10.1; 3.10.7; 4.8

Pam stated that she will add the Board Policy in her Standards 2.1. Page 3 of the College Catalog contains a paragraph on Accreditation. The last sentence "The Texas Education Agency has approved programs for veteran educational benefits" will be removed.

Mary Austin that Standards 2.5 is in process and will work with Dan Jones and Sean Reed to have it ready for review.

Frank stated that Albert Barnes reviewed his Standards 2.7.1 and made corrections. He will schedule a time with Pam for assistance in placing his narrative on the SACS website.

Standards 2.8 was not discussed since Judy Jones was out due to medical reasons.

Kwei presented Standards 3.8.3. She stated that she has adequate support staff but is in need of a professional librarian. Pat asked if other libraries in the consortium were reviewed and Kwei stated that they were. Pam will attach the necessary links and then the report will be ready to be presented to the Leadership Committee.

Darlene presented Standards 3.10.1. She will add the links to statements that are referred to. Bryce questioned what the NACUBO requirements are. Darlene will research this and add it to her report. She will also add a link at the end of the document to show how the various ratios were calculated.

Sean Reed presented Standards 4.8. He stated that he worked with Richard Hyde and Wharton County Junior College is in compliance with Title IV. Bryce suggested that he reference all audits from 2002 to 2006 in his report. Dan suggested adding the approval letter, eligibility report, and participation agreement which Richard Hyde can provide.

Mike presented Standards 3.10.7. He stated that the physical facilities are maintained properly and we are in compliance. He will update his report as projects are completed.

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He also referenced the Master Plan from 1992-2002 and will add the updated Master Plan after its completion. He also stated that some projects are completed in house and others are outsourced. He will add maintenance schedules to his report. Dale suggested listing in the report each time we expanded we had to complete an expanded authority with SACS. He will also add which policy to follow for use of facilities by outside groups.

Bryce stated that the Standards will be forwarded to the Leadership Committee as they are completed. He also stated that individuals can switch around the suggested times for their Standard to be reviewed.

The SACS Compliance Committee will meet every week. The next meeting will be held on Wednesday, September 20, at 3:00 p.m. in the Curriculum Development Center.

The meeting adjourned at 4:45 p.m.