



Wharton County Junior College

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

Name of Committee: SACS Compliance Committee

Date of Meeting: September 27, 2006

Time: 3:00 p.m.

Chairperson: Bryce Kocian

Secretary: Barbara Bubela

Present: Bryce Kocian; Pam Youngblood; Ty Pate; Dale Pinson; Pam Armentrout; Barbara Bubela; Darlene Byrd; Mike Feyen; Kewi-Feng Hsu; Patricia Rehak; Dan Jones; Phil Carter; Leigh Ann Collins; Scott Glass; Christine Nevarez; Bruce Kieler; Sean Reed and Frank Carey via ITV.

Absent: Judy Jones; Julie Aaronson;

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. Scott brought up some concerns regarding the Booster Club mentioned in his Standards 3.2.2.3 and 3.2.2.4. We may need policies to protect us in the event of organizations using the college name. Scott will write up his questions and present them to the SACS Committee.

Darlene questioned if a regulation isn't correct, should it be changed. Bryce stated that all regulations that are referred to in the Standards should be correct and up to date.

2. Review of revisions of Standards

Sean will scan the source documents and the U.S. Department of Education Eligibility and Approval Letter for his Standards 4.8. He will make a few revisions and it will be ready to be presented to the Leadership Committee.

Darlene needs to have the source documents added to her Standards 3.10.1 and 3.10.5 and they will be ready to be presented to the Leadership Committee.

3. Review of Standards 2.2; 2.6; 2.7.3; 3.1.1; 3.4.1; 3.4.2; 3.4.4; 3.9.2

Pam A. presented Standards 2.2. Leigh Ann suggested adding the Board minutes as a source document. The term dates for four of the Board members were incorrect and will

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be changed. After these changes are made, Standards 2.2 will be ready to be submitted to the Leadership Committee.

Chris presented Standards 2.6. Chris will change the information from "2005 Graduates" to "2006 Graduates" in her report and will add "Associate of Arts in Teaching" to her report.

Frank Carey presented Standards 2.7.3. Pat will meet with Frank to help make revisions. He will add documentation from the Coordinating Board along with sites from the catalog regarding the AA degree programs. He will also adjust his margins to be 1" on all sides to meet the requirements.

Chris presented Standards 3.1.1. Chris will add a link to the May Board packet showing that the Mission Statement was discussed. The title of the strategic plan process brochure will be changed to "Strategic Plan". Minutes can be added documenting that the Mission Committee has evaluated the Mission Statement and this process will be performed on an annual basis.

Leigh Ann presented Standards 3.4. She stated that we are not in compliance regarding the educational programs being evaluated by the institution. She stated that the College needs to develop a formal, written procedure for faculty and administration to approve educational programs. She is in the process of making revisions to the report. She will send an e-mail to the Committee after completion.

Leigh Ann presented Standards 3.4.4. She will add copies of articulation agreements to her report.

Chris presented Standards 3.4.2. Wharton County Junior College is in compliance with the institution's continuing education, outreach, and service programs being consistent with the institution's mission. Chris will refer to the process used to show that programs are evaluated. She will add Advisory Board documentation, student evaluations, TracDat, and links to the annual reports and various other links to her report. After a lengthy discussion, Chris will research the various programs that are referred to in her Standards and bring her findings back to the Committee.

Phil presented Standards 3.9.2. Phil, Mike Feyen, and Albert Barnes reviewed the procedures that were used in 1997 regarding the institution protecting the security, confidentiality, and integrity of its student records. They have also reviewed what other institutions are doing in this regard. Regulation 183 addresses this issue and Bryce will present this to the Leadership Committee for their review. Phil stated that the College is in compliance regarding records management procedures according to the American Association of College Registrars and Admissions Officers and the Texas Local Government Records Act.

The following Standards will be reviewed on October 4:

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- 2.3 Pam Armentrout
- 2.7.4 Frank Carey
- 3.2.3 Scott Glass
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- 3.2.5 Scott Glass
- 3.2.6 Scott Glass
- 3.2.7 Scott Glass
- 3.2.8 Scott Glass
- 3.2.9 Judy Jones
- 3.4.5 Leigh Ann Collins
- 3.4.8 Phil Carter
- 3.4.9 Julie Aaronson
- 3.8.2 Kwei-Feng Hsu

The meeting adjourned at 4:45 p.m.