



Wharton County Junior College

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

Name of Committee: SACS Compliance Committee

Date of Meeting: September 6, 2006

Time: 3:00 p.m.

Chairperson: Bryce Kocian

Secretary: Barbara Bubela

Present: Bryce Kocian; Betty McCrohan; Pam Youngblood; Ty Pate; Dale Pinson; Julie Aaronson; Pam Armentrout; Barbara Bubela; Darlene Byrd; Philip Carter; Leigh Ann Collins; Judy Jones; Mike Feyen; Scott Glass; Kewi-Feng Hsu; Bruce Kieler; Christine Nevarez; Patricia Rehak; Mary Austin Newman; Sean Reed and Frank Carey, via ITV at the Tech Center; Rick Bush, via ITV at Sugar Land.

Absent: None

Business:

Bryce welcomed everyone to the SACS Compliance Committee Meeting.

1. Questions from Task Force Members

Bryce opened the floor to any questions regarding the preparation of the standards for SACS compliance. Phil asked if anyone on the committee was aware of "consortial relationships or contractual agreements" with other colleges which is referred to in Standard 3.4.7. President McCrohan stated that she and Dr. Pate have discussed this and will call an Executive Cabinet Meeting to discuss it further.

Leigh Ann asked if the document can be changed after it is on the web. Pam stated that it could and she would cover that topic in her presentation.

Phil referred to Standard 3.4.8 and asked if there was any type of policy or regulation regarding "the institution awards academic credit for coursework taken on a noncredit basis...". President McCrohan stated that there is no regulation regarding this issue but could possible use a policy. This topic will also need to be reviewed further.

2. Demonstration of compliance standard input by Pam Youngblood

Pam gave a demonstration on how to complete and submit a SACS Compliance Audit Report. This information is found on WCJC Intranet under SACS Project. Click on the Compliance Reports link under the Links menu on the right tool bar. This will open the WCJC SACS Compliance Reports home page. Click the report in your area or that is assigned to you and it will be opened in a Microsoft Word window. Select Open. Do

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not save this to your computer hard drive. Fill out the Compliance Report with the following information: (a) Member; (b) E-mail; (c) Phone; (d) Judgment and Compliance, clicking either Yes or No; (e) Statement of rationale for judgment of compliance (refer to the SACS-Editorial Guidelines for Narratives). Select the text that you will want to add a hyperlink to, then right click the mouse and choose Hyperlink. The Insert Hyperlink dialog box will open. Type in or copy and paste the URL that you want to link. Click OK to finish it; (f) Documentation. You will need to cite source information from the SACS Source Documents for this section. Click on the Source Documents link on the WCJC SACS Compliance Reports home page. This will open the SACS Source Documents in a separate window. To cite a source document, copy the source name from the How to Cite column of the SACS Source Documents and the paste it to the Source column in the Documentation table of your Compliance Report. Also copy the location of the source document from the URL/Special Instructions column and paste it to the Location, Web URL, Special Instructions column in the Documentation table of your Compliance Report. To cite a particular section in a source document, specify the page number or numbers after the document title. If there is no printed page number, include a physical page number in parentheses. When finished, click File on the menu bar, then select Save. Do not choose Save As. The complete Compliance Report will be saved to the shared SACS Project drive.

If you want a certain paragraph as a PDF (with URL), you should submit a paper copy with the paragraph outlined in color to Pam Youngblood.

You may update or revise your Compliance Report by opening it from the SACS Team Web Site home page, and modifying and saving it when finished.

Bruce will add the legal way to show that a document has been signed in his Guidelines section.

Pam stated that all sources used must be listed on the Source Documents. If you want to reference only a page or a particular paragraph on a page, please put specific instructions in the Special Instructions section.

The Compliance Report cannot be worked on off campus unless it is saved on a disk and then loaded on a computer on campus. Mary Austin stated that she was unable to access the Intranet link from her office at the Tech Center. Pam stated that she should send her an e-mail addressing this problem and she will get it resolved.

3. Review of Standards

Four of the completed Compliance Reports were discussed. The first one to be discussed was 2.10, which referred to "the institution providing student support programs, services, and activities consistent with its mission statement." A suggested change was the sentence stating that "automotive repair and cosmetology services are available free." There is usually a small charge for these services. It was suggested to add examples to the second paragraph dealing with "Some services assist by minimizing frustration

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and/or removing barriers." Examples should be added to document this fact. Pat Rehak inquired if all services are available at each campus and stated that there should be a breakdown of what services are available to students at each campus. Mary Austin suggested using examples such as the Blood Drive. A bulleted reference was made to Faculty Mentor program. This program needs to be researched to be sure it is currently in place. Achieving the Dream is an example of student support services. President McCrohan suggested that the Leadership Team review the report and give written suggestions to Julie. Bruce suggested when using bullets, please use complete sentences. He will add this to his Guidelines section on the Intranet.

Christine inquired if there was someone who would review the narrative before it was placed on the Intranet. It was suggested to search the web to find examples of how other colleges prepared their Compliance Reports.

The next Compliance Report to be discussed is 2.11 which relates to the financial stability of the College. It was suggested to state in the report that once the budget is complete, only designated individuals can make changes to the budget. President McCrohan suggested attaching the unqualified opinion letter from the auditors to the audit. The two paragraphs which deal with the annual budget planning process need to be tied together. President McCrohan also suggested citing the debt ratio, which can be obtained from the auditors. Bryce suggested mentioning any awards which the College has received for its reporting, such as the Certificate of Achievement for Excellence in Financial Reporting.

Section 3.3.1 which deals with how "the institution identifies expected outcomes for its educational programs" was discussed. Leigh Ann used samples from other colleges for her report in addition to a very detailed report from Patricia. It was suggested to list examples of the ways Wharton County Junior College "utilizes a comprehensive, college-wide assessment, planning, and evaluation system to improve its educational programs and services" under the first paragraph. The word "orgs" needs to be spelled out "organizations." A suggestion was made to tie in TracDat information as examples.

The final Compliance Report to be discussed was 3.10.6 which deals with the ways "Wharton County Junior College strives to maintain a safe, secure and healthy environment for students, faculty, staff, and visitors." It was suggested that a comment be made in the report stating that we have a good working relationship with other police departments. We need to find out what other colleges in the consortium are doing in regards to safety and be sure that we compare with them. It also should be cited in the report the credentials that our security department maintains. We also have the advantage of having the police department very near to the campus. Scott suggested stating that the three campuses are using licensed peace officers at night. All of the inspections which are performed are state requirements. President McCrohan suggested the addition of staff meeting to the report which discuss safety issues. Mike will add in his narrative photos showing the various exits, first aid kit locations, etc.

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The four Compliance Reports discussed will need to be refined and brought back to the next Compliance Meeting. Additional suggestions may be received from the Leadership Committee.

The SACS Compliance Committee will meet every week. The next meeting will be held on Wednesday, September 13, at 3:00 p.m. in the Curriculum Development Center.

The meeting adjourned at 4:35 p.m.