



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	January 26, 2007
Time	9:00 A.M.
Location	Administrative Conference Room

2. Attendees

Role	Name
Chair	Betty McCrohan
Minute Taker	Deanna Feyen
Attendees	Pate, Dr. Ty; Collins, Leigh Ann; Jones, Dr. Dan; Rehak, Patricia; Taylor, Dr. Wayne
Absent	Kocian, Bryce; Youngblood, Pam; Pinson, Dale

3. Agenda

	Topic	Owner
1.	SACS – COC Orientation Session	
2.	Achieving the Dream	
3.	Strategy Institute – Update	
4.		
5.		

4. Information Items

	Description	Date	Participants
1.	SACS – COC Orientation Session – Ms. McCrohan reviewed with the Leadership Team the schedule of the SACS Orientation Session.		
2.	SACS – The Institutional Summary Form Prepared For Commission Reviews was reviewed by the team. Educational Programs - #1 – Level of offerings – All team members agreed that clarification was needed from SACS on the use of the term “diploma”. List of degrees – The team was in agreement that Ty’s table Exhibit A – WCJC Degrees and Certificates, explained the list of degrees very well. Location and Distance Education – The instructions emphasized the word location and Ty’s table was by degree. The team asked Ty to produce a second table with the same information as Exhibit A, with the emphasis on location. During		

	<p>this discussion Ms. McCrohan asked if proper documentation was on file for the Process Technology Program. Ty informed the team that the Process Technology Program in Bay City was approved in the Prospectus for Substantive Change Report submitted to SACS in March 2001.</p> <p>The team agreed that a list of all ITV and Distance Education classes was needed only on classes primarily offered on the web. Example: PHED 1304 Health Program Accreditations – The ADN program was not included on the list. A discussion pursued on how the terms were being used on accredited, licensed, and certified and how they pertain to EMS, Police Academy, and Fire Academy. A clarification will be requested from Dale Pinson on which programs are accredited. The team will get clarification from the SACS Commission on how they are using the terms accredited, licensed, and certified. There were no other changes noted on the Institutional Summary Form Prepared For Commission Reviews.</p>		
3.	<p>SACS – Institutional Worksheet for Orientation – Ty will produce a proposed academic calendar from January 2007 through June 2009.</p> <p>Three proposed dates were chosen by the team – October 13, 14, and 15, 2008, October 20, 21, and 22, 2008 and November 3, 4, and 5, 2008. Deanna will provide Ty with a document on letterhead including the proposed dates for the On-Site Review Committee.</p>		
4.	<p>SACS – Questions for the Leadership Team – Pat Rehak will provide the process for timelines and completions. An electronic format will be used for the Compliance Certification. The following challenges were anticipated by the team – time, making sure links are correct, resources, dynamic nature of links of electronic material, and documentation and regulations being up-to-date. Pat Rehak will outline the QEP process. An observer designated from the Leadership Team will plan to attend the on-site review. The Leadership Team will review the findings from the off-site review and delegate responsibilities to a task force to respond to the off-site review.</p>		
5.	<p>SACS – Ms. McCrohan made some recommendations for readers for SACS documentation. Ms. McCrohan asked Bryce to contact the Chief Financial Officer at McClennan College to review the financial report when completed. Potential readers are Dr. John Brockman, Dr. Martha Ellis, and Dr. Mimi Valek.</p>		
6.	<p>Achieving the Dream – The team discussed that more data should be provided to faculty. QEP should be involved in the process. It was reported that community involvement is being utilized at very few colleges. Phone surveys are used more often. Ms. McCrohan will ask Judy to implement in the orientation process of new employees, information about Achieve the Dream, Lead Program, etc.</p>		
7.	<p>Strategic Planning – The Leadership Team agreed that one full</p>		

	year's cycle of the current Strategic Plan needs to be completed before the revised plan is implemented. Individual team members will bring their suggestions on the Strategic Plan to the next meeting.		
8.	Dr. Pate voiced his concerns once again about the procedure of annual reporting. Who needs to produce an annual report (ORGS, units, etc.), what gets entered in TRAC DAT, and who should receive the reports?		
9.	Minutes from the last meeting were approved.		

5. Action Items

	New Action Items	Owner	Due Date	Status
1.	A clarification will be requested from the SACS Commission on how they are using the term "diploma".			
2.	Ty will produce a second table – Exhibit A-emphasizing location rather than degree.			
3.	Ty will provide a list of ITV and Distance Education classes primarily offered on the web.			
4.	Ty will add the ADN program to the Program Accreditations list.			
5.	Ty will ask Dale to make a clarification on whether the EMS, Police Academy, and Fire Academy are accredited programs.			
6.	A clarification will be requested from the SACS Commission on how they are using the terms accredited, licensed, and certified.			
7.	Ty will produce a proposed academic calendar from January 2007 through June 2009.			
8.	Deanna will provide Ty with a document on letterhead including the proposed dates for the On-Site Review Committee.			
9.	The team needs clarification on the term "partial compliance".			
10.	Pat Rehak will provide the process of timelines and completions.			
11.	Pat Rehak will provide an outline of the QEP process.			
12.	Each committee member is expected to bring their suggestions on the Strategic Plan to the next meeting.			
13.	Ms. McCrohan asked Bryce to contact the Chief Financial Officer at McClennan College to review the financial report when completed.			
14.	Ms. McCrohan will discuss with Judy Jones the idea of including information in the new			

	employee orientation about Achieve the Dream, Lead Program, etc.			
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5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 11:55 A.M.			
2.				