



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	February 16, 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; Youngblood, Pam; Collins, Leigh Ann; Rehak, Patricia; Stavinoha, Natalie
Absent	Pinson, Dale; Kocian, Bryce; Jones, Dr. Dan; Taylor, Dr. Wayne

3. Agenda

	Topic	Owner
1.	SACS – Compliance	
2.	SACS – Follow-up Items – Substantive Change	
3.	QEP	
4.	Achieving the Dream	
5.	Strategic Planning	

4. Information Items

	Description	Date	Participants
1.	Minutes – The minutes were approved as corrected. On page 2 the two sentences stating “Dale Pinson stated the substantive change report was approved for Fall 2008. The committee will meet weekly and will complete their standards by June 2008” need to be removed. Other corrections will be provided by Betty at a later date.		
2.	SACS Compliance – Leadership team members were asked to assess their areas. Ms. McCrohan requested a compliance timeline from each team member and handed out a copy of her timeline as an example. Leigh Ann clarified that the standards should be assessed through May and the review and editing would take place in the summer. Ms. McCrohan asked for a weekly timeline from each team member including their status of the review process. Each area should start with the off-site and on-site problematic standards. Leigh Ann presented her excel format for prioritizing and reporting on SACS standards. The Leadership team agreed that Leigh Ann’s form would suffice for every member. Leigh Ann will forward by email the blank form along with a cover letter with instructions for every member to add their information.		

	<p>Dr. Pate noted that he has submitted old regulations through the process that have not been completed. Dr. Pate added that the process seems to have problems.</p> <p>Ms. McCrohan informed the team member's that if a request to attend a meeting came to her for approval and it interfered with the Friday leadership meetings, she would look closely at them to decide if they were priority or not.</p>		
3.	<p>SACS-Follow-up Items-Substantive Change – Mr. Pinson provided Ms. McCrohan with a follow-up and progress report on the substantive change. A discussion pursued on what the term significant departure means. Ms. McCrohan stated a significant departure is a level change for a community college (ex: Brazosport College offering a bachelor's degree). Ms. McCrohan asked Dr. Pate to notify Dr. Michael Johnson that WCJC is developing a program related to energy. If it requires a substantive change Dr. Johnson will notify the college. Dr. Pate asked for clarification on the difference between substantive and prospectus. Ms. McCrohan stated the substantive is the process and the prospectus is the documentation, therefore the prospectus is a part of the substantive change.</p>		
4.	<p>QEP – Pat gave each member a handout on the Quality Enhancement plan ad hoc Marketing Team and Development Team. The handout defined what the teams are charged with, their tasks, and a QEP master timeline.</p>		
5.	<p>Achieving the Dream –Ms. McCrohan informed the team that Ed and Charlotte from Achieving the Dream will be at our campus on March 5-6, 2007. They would like to meet with the core team on the afternoon of the 5th. Ed and Charlotte will want to hear what we have chosen as our priorities and initiative for our grant proposal. The team will need to review the grant proposal next Friday before their visit. Dan will develop a PowerPoint on the data for the presentation to the faculty.</p>		
6.	<p>Strategic Planning – Ms. McCrohan requested a final annual report format including additional changes made at this meeting. Leigh Ann will make the changes and submit the form by email to all team members. The Leadership Team is assessing the annual report process and finding significant gaps. The goal is to have one document that all budget ORGS can use and how best to train them on the process. A discussion pursued on who would provide employees with their goals and objectives. Pat will provide all instructional ORGS with a form that pulls information from TRAC DAT. She will make a note for the ORGS that have not input their goals and objectives. Tessa Matthews will provide the academic data for 2005-2006 by March 5, 2007. Dan Jones will provide the information to non-instructional ORGS. Discussions occurred on how to best train employees on the annual report process. The teams suggestions were to have training sessions which include following through with the whole process, including inputting data into TRAC DAT. A process of</p>		

	<p>identifying the staff that need training should take place and mandate that they attend a training session.</p> <p>Changes were made to the timeline for development and completion report to match the wording on the annual report.</p> <p>Each Vice President needs to send instructions for compiling the annual reports.</p>		
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7. Action Items

	New Action Items	Owner	Due Date	Status
1.	The Leadership team agreed that Leigh Ann's form for prioritizing and reporting SACS standards will suffice for every member to use. Leigh Ann will forward by email the blank form along with a cover letter with instructions for every member to add their information.	Leigh Ann Collins	Friday, February 23, 2007	
2.	Next Friday the team will need to review the grant proposal prior to Ed and Charlotte's visit.	Leadership Team	Friday, March 2, 2007	
3.	Dan Jones will develop a PowerPoint to show staff and focus groups.	Dan Jones		
4.	Pat will provide all instructional ORGS with a form that pulls information from TRAC DAT.	Pat Rehak		
5.	Tessa Matthews will provide the academic data for 2005-2006 by March 5, 2007.	Tessa Matthews		
6.	Dan Jones will provide the information to non-instructional ORGS.	Dan Jones		
7.	Each Vice President needs to send instructions for compiling the annual reports.	VP's		
8.	Dr. Pate will notify Dr. Michael Johnson that WCJC is developing a program related to energy, relocating the Sugar Land campus, and relocating the Bay City facility.			

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 12:45 P. M.			
2.				