



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	February 9, 2007
Time	9:30 A.M.
Location	Administrative Conference Room

2. Attendees

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

3. Agenda

	Topic	Owner
1.	SACS – Compliance	
2.	SACS – Follow-up Items – Substantive Change	
3.	QEP	
4.	Other Items	
5.		

4. Information Items

	Description	Date	Participants
1.	<p>SACS-Compliance – Pat Rehak handed out a reaffirmation timeline document. A discussion pursued over the phases of the SACS reaffirmation process. The reporting process will conclude in May. During the summer a group will be assigned to revise regulations. The Lead team will be reviewing, editing, and making changes to the regulations. In the fall, someone will be assigned to take over the documentation. This person will make sure everyone is on task and remains on task. The team agreed that Leigh Ann would be that person. Leigh Ann accepted the position as long as she would be given the resources to do the job.</p> <p>Leigh Ann gave the team a handout explaining the responsible task force member assigned for each standard. The handout shows the top 20 standards that typically cause colleges problems with SACS compliance. Leigh Ann suggested that these top 20 standards should be handled first.</p>		

<p>Dr. Pate suggested a test be found to give to core completers in their last semester. He also suggested that there needs to be a way to make the students take the test seriously. Ms. Rehak stated the 15 hr. and 42 hr. core completers need to be identified differently. Ms. McCrohan asked if there were any guidelines to follow. Ms. Rehak stated there were no guidelines at this time. At this time we do not currently evaluate our core completers. We are not in compliance in this area.</p> <p>Ms. McCrohan suggested we consider what can be done this spring to complete the year cycle. Leigh Ann suggested we need to take drafts, turn them into final documents, and complete them by May. Ms. McCrohan stated each person needs to access their areas and start with a plan.</p> <p>By next week, the team members need to have accessed their tasks to accomplish completion by May. As you make your assessment, present regulations that need to be changed at that time so they can be completed by May.</p> <p>The team is concerned about the institutional effectiveness report. The institutional effectiveness team needs to meet at least once a month.</p> <p>The team agreed that Leigh Ann's plan will work. Ms. McCrohan wants to see a report each week on the progress in each area.</p> <p>Ms. McCrohan asked Pam if the SACS standards are posted on the intranet. Pam stated she would post the SACS standards. Pam asked for clarification on the input of SACS standards on the web. Pam will look closely at what was posted, what is new, and how to convert them on the web. Leigh Ann will make changes to the responsible task force report to display the old standard and new standard side by side and email them to the team members.</p> <p>Ms. McCrohan stated that although the reports will be written through May, she requested a progress report each week to prevent problems occurring and jeopardizing our compliance. We need to see where the team members are, determine what is needed and have a timeline by Friday.</p> <p>Institutional Effectiveness needs to be addressed throughout all standards, including Distance Education.</p> <p>Leigh Ann stated the easiest way to prove we are in compliance is by the minutes of meetings.</p> <p>Bryce Kocian stated he will be out next Friday. Betty informed the team that if any member cannot attend the meetings, they are to ask for special permission from her, stating the reason why they could not attend, and to produce their progress report to her prior to the weekly meeting.</p> <p>Six reports will be reviewed from VCT. Dale will provide Ms. McCrohan with a timeline. The timeline will be posted on the internet and intranet.</p> <p>Dr. Pate will notify SACS of the new facility in Bay City and the facility in Sugar Land.</p> <p>Dr. Pate informed the committee that he received two emails from</p>		
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	<p>Dr. Michael Johnson presenting tentative dates for the on-site visit. Dr. Pate will respond to Dr. Johnson on the date chosen by the team. The team agreed to the October 20-22, 2008 date. The second email pertained to the preliminary visit. The date selected by the team was Monday, November 19th. Ms. McCrohan recommended Patricia Rehak for the observer.</p>		
2.	<p>QEP – Pat Rehak handed out the QEP meeting minutes for the team to review. The First Year Experience was everyone’s top vote. The QEP team came up with a list of areas of concentration. The team will research all areas and will bring their findings to the leadership team for review. The leadership team agreed with the areas listed in the QEP committee minutes.</p> <p>Ms. McCrohan requested that Achieving the Dream fit in an area, such as Placement and Testing. The QEP committee will have a slogan/logo contest. This slogan/logo will be announced at graduation. The QEP team would like to have a QEP kick-off party at the Fall 2007 convocation. They will need help from the marketing and communications department. The leadership team made suggestions on getting the QEP message out. Their suggestions were to post information on the front page of the internet; make posters; post on outside sign; include in the President’s Briefing; post on bulletin boards; announced at Board of Trustee meetings; advertising in newspapers; announce at the employee banquet; and be a topic in the President’s radio address. Other suggestions can be emailed to Pat Rehak.</p> <p>The Leadership minutes from February 1, 2007 were approved as presented.</p>		
3.	<p>Annual Assessment Report – Pat Rehak presented the Annual Assessment Report to the team. Pat reviewed the annual reports from academics, compiled a comprehensive report, and created the new report. Ms. McCrohan made suggestions of needing to strengthen goals in the annual report and she stressed the importance of having the same report institution-wide. One document would be preferred for instructional academic and administration.</p> <p>Dr. Pate asked who should be preparing an annual report. A discussion pursued on how many annual reports departments with multiple ORGS were producing. Student Services and Athletics are preparing one report which includes all ORGS.</p> <p>Ms. McCrohan asked the Vice-President’s how they would like to see them. Another discussion pursued over ORGS and how the budget fits into the process. Ms. McCrohan wants to see a combined report of annual reports from each Vice-President. The decision of how the Vice President’s want to see their divisions will be their decision. Ms. McCrohan needs assurance that a review process of annual reports is taking place.</p> <p>Dale Pinson needed clarification on Pat Rehak’s timeline for the due date of annual reports. He will need to convey to his</p>		

	<p>departments the correct date.</p> <p>Leigh Ann concluded that if Pat's timeline was followed, the deadlines would be accomplished.</p> <p>Ms. McCrohan stated that budgeting has to be included in Ms. Rehak's timeline as a component. Ms. McCrohan needs an annual report compilation prior to approving the budget.</p> <p>Dr. Pate asked for clarification on what years to use on the annual reports. After a long discussion it was concluded by the team to use 2005-2006. The annual reports are covering the prior fiscal year and planning for the next year. The team made a recommendation to clearly define the school year they are reporting on in the instructions.</p> <p>The team agreed this form can be used for instructional and non-instructional.</p> <p>More clarification will be needed on - V. Unit Statistics - for non-instructional annual reports. Their supporting data should be based on goals and objectives.</p> <p>Dale Pinson will be out next Friday. He will provide a progress report to Ms. McCrohan.</p>		
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5. Action Items

	New Action Items	Owner	Due Date	Status
1.	By next week, the team members need to have accessed their tasks to accomplish completion by May.			
2.	Pam stated she would post the SACS standards on the internet and intranet.			
3.	Ms. McCrohan requested a progress report from each member at each weekly meeting.			
4.	Ms. McCrohan requested a timeline by next week.			
5.	Betty informed the team that if any member cannot attend the meetings, they are to ask for special permission from her, stating the reason why they could not attend, and to produce their progress report to her prior to the weekly meeting.			
6.	Dale Pinson will provide Ms. McCrohan with a timeline and he will get it posted on the internet and intranet.			
7.	Dr. Pate will notify SACS of the new facility in Bay City and the facility in Sugar Land.			
8.	Dr. Pate will email Dr. Johnson with the date for the on-site visit of October 20-22, 2008, and the preliminary visit of November 19.			
9.	The team agreed the Annual Assessment form can be used for instructional and non-			

	instructional.			
10.	Leigh Ann will make changes to the responsible task force report to display the old standard and new standard side by side and email them to the team members.			

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 12:05 P. M.			
2.				