



Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	March 23, 2007
Time	9:00 A.M.
Location	Administration 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; Jones, Dr. Dan; Rehak, Patricia; Taylor, Dr. Wayne; Stavinoha, Natalie
Absent	

3. Agenda

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

4. Information Items

	Description	Date	Participants
1.	<p>SACS-Compliance – The leadership team discussed the 3.3.1 standard on Institutional Effectiveness. Dan stated that SACS will be looking closely at all education support areas. Pat will share her worksheet with members of the team which will provide help on the 3.3.1 standard information. Ms. McCrohan and Dan Jones will work on providing proof of documentation from administrative departments (institutional effectiveness portion). Dan suggested waiting on finalizing the 3.3.1 standard until he completes the institutional effectiveness report. Dr. Pate questioned the identification of the administrative areas. Ms. McCrohan stated that the chart of accounts shows how the administration is set up. Dan will place the assessment report on the IR page of the website. Ms. McCrohan suggested to incorporate progress on goals in the staff meetings every six months or so, to determine if the goals are being met. Ongoing training on institutional effectiveness and TracDat needs to take place.</p> <p>Dr. Pate asked the team to look at what his team has written and critique the information. The team reviewed the work prepared as of this date and agreed they were on the right track. Dr. Pate</p>		

	<p>also stated there is a need to be consistent with the terminology. Ms. McCrohan acknowledged that all terms need to be defined. Changes were made to the table of contents of the annual report adding (TracDat) after B. Assessment Impact Report. The team discussed adding terms and definitions to the instructions of the annual report. Ms. McCrohan asked all leadership team members to bring with them a list of terminology to be discussed at the next meeting.</p> <p>Dr. Pate had various questions about the annual report. Clarification was given by various members of the leadership team.</p>		
2.	SACS-Follow-up Items-Substantive Change – Dale’s team is on track with the substantive change report. Ms. McCrohan stated a letter was received from Belle Wheelan stating the need for a substantive change report for the Bay City site. Dr. Pate will draft a letter explaining the fact that James Rogers had already approved the site.		
3.	QEP – Pat stated the marketing team is receiving slogans for the slogan contest. A discussion pursued about whether the board members should decide on the final slogan. Ms. McCrohan suggested asking the college as a whole to vote. Dr. Taylor suggested ballot boxes for the student voting. Pam will place the information on the website with a form to use for voting. Pat gave the QEP email account to all members of the leadership team (QEPTeam@wcjc.edu). She asked team members to forward any suggestions for the slogan contest to this email.		
4.	Achieving the Dream – Dan handed out his draft of the grant proposal. He discussed the draft with the leadership team. Dan asked that all members email any suggested changes to Bruce Kieler who will be editing the proposal. Changes were made to the proposal on names attached to action items.		

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Pat will share her worksheet with members of the team which will provide help on the 3.3.1 standard information.	Pat Rehak	ASAP	
2.	Ms. McCrohan and Dan Jones will work on providing proof of documentation from administrative departments (institutional effectiveness).	Ms. McCrohan & Dan Jones		
3.	Dan will place the assessment report on the IR page of the website.	Dan Jones	ASAP	
4.	Ms. McCrohan asked all leadership team members to bring with them a list of terminology to be discussed at the next meeting.	All Leadership Team Members	Next Meeting	
5.	Dr. Pate will draft a letter explaining the fact	Dr. Pate	ASAP	

	that James Rogers had already approved the site.			
6.	Pam will place information about the slogan contest on the website with a form to use for voting for the final slogan.	Pam Youngblood	ASAP	
7.	Dan asked that all members email any suggested changes to the grant proposal to Bruce Kieler who will be editing the proposal.	Dan Jones	ASAP	

5. Adjournment

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