



Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	June 12, 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; Pinson, Dale; Kocian, Bryce; Jones, Dr. Dan; Rehak, Patricia; Stavinoha, Natalie
Absent	Collins, Leigh Ann; Taylor, Dr. Wayne; Youngblood, Pam

3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	
2.		
3.		
4.		

4. Information Items

	Description	Date	Participants
1.	The minutes were approved as presented.		
2.	<p>SACS-Review the core standards for the Compliance Report – The leadership team made a quick review of last weeks progress. Ms. McCrohan stated notes need to be made on the core standards each week to reflect changes that will be made at a later date.</p> <p>3.7.1 – Changes were made to the document. Notations were made to the document for later revisions. It was noted that Reg. 821 needs to be revised. Credentials are in the process of being updated from the Human Resources department. Dr. Jones suggested explaining the verification of credentials in more detail on the document. Judy Jones and Debbie Popek were asked to attend the meeting during discussions of this core standard. Judy will make corrections to the document based on the notations made in red. Ms. McCrohan asked that a timeline be given to HR for the revisions.</p> <p>A discussion pursued over the process of determining if a person is qualified to teach a designated course based on their credentials. The team discussed bringing in a third party to check credentials. Ms. McCrohan asked Dr. Pate to make the decision. Dr. Jones</p>		

	<p>will look for names of a third party. If a third party is brought in for evaluations, a decision needs to be made on what you want them to evaluate (all or a selected part). The team also discussed internally evaluating the credentials.</p> <p>3.4.1 – The team decided this standard needs to be looked at after the process is developed (program development). Notations were added for later revisions. The curriculum handbook needs to be revised according to statements made in this standard. Ms. McCrohan and Deanna will look at the intranet to see what the forms section includes, which includes the curriculum handbook.</p> <p>3.8.3 – This standard was marked as not in compliance by Kwei-Feng Hsu. Dale suggested changing to in compliance and making changes to the document. Dr. Jones stated the body of the text states we are in compliance with exception of the last two paragraphs. Dr. Jones suggested deleting the last two paragraphs of the document that makes it appear WCJC is not in compliance. Ms. McCrohan and Dr. Pate will meet with Kwei-Feng Hsu to discuss her concerns with the library staffing.</p> <p>2.11.2 – Changes were made within the document. Notations were made in red for later revisions.</p>		
3.			
4.			

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Dr. Pate will make a decision on whether a 3 rd party is needed to verify credentials of Employees.	Dr. Pate		
2.	Ms. McCrohan and Dr. Pate will meet with Kwei-Feng Hsu on core standard 3.4.1 and her concerns with the library staffing.	Ms. McCrohan & Dr. Pate		

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 12:00 Noon			