



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	June 13, 2007
Time	1:30 P.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; Jones, Dr. Dan; Rehak, Patricia; Stavinoha, Natalie, Taylor, Dr. Wayne;
Absent	

3. Agenda

	Topic	Owner
1.	Annual Reports	
2.		
3.		
4.		

4. Information Items

	Description	Date	Participants
1.	<p>Annual Reports – The purpose of the meeting is to determine who is required to prepare an annual report, and using consistent terminology. The Educational Programs and Departments Annual Planning Units spreadsheet was discussed to determine which planning units should prepare an annual report. Dr. Pate questioned why Security was combined with other areas for one annual report. He felt that Security was a completely separate issue from the other areas and should have an annual report of its own. Ms. McCrohan stated Mike inputs data for each area into TracDat, but Ms. McCrohan has asked for only one report that includes each area. Pam stated you cannot completely do away with annual reports as we currently prepare them. TracDat is an assessment of information and cannot give all the data used for the annual report. The leadership team reviewed the spreadsheet and decided which educational programs and administrative support areas should have produced an annual report. Dan will take the final spreadsheet and make the required changes in TracDat.</p> <p>Adding committees and initiatives (AtD, CCSSE) to TracDat will be considered at a later date.</p> <p>Discussions pursued over whether departments with only two</p>		

	<p>classes should prepare an annual report. It was determined that Dr. Pate should determine in his area who should prepare the annual reports.</p> <p>Ms. McCrohan asked that a meeting be called on recommended list of courses.</p> <p>All Vice-President's will need to go into 2007-2008 Revised Educational Programs, Administration, etc. spreadsheet to determine what planning units will need to prepare annual reports for their area in 2007-2008.</p>		
2.	The Annual Strategic Planning Cycle timeline was discussed and revised.		
3.	It was suggested to have better explanations in banner-budget for denials.		
4.			

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Dan will take the final spreadsheet and make the required changes in TracDat.	Dr. Dan Jones		
2.	Ms. McCrohan asked that a meeting be called regarding recommended list of courses.	Ms. McCrohan		
3.	All Vice-President's will need to go into 2007-2008 Revised Educational Programs, Administration, etc. spreadsheet to determine what planning units will need to prepare annual reports for their area in 2007-2008.	Vice-President's		

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 5:10 P.M.			