



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	June 26, 2007
Time	9:40 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; Jones, Dr. Dan; Rehak, Patricia; Stavinoha, Natalie
Absent	Taylor, Dr. Wayne

3. Agenda

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

4. Information Items

	Description	Date	Participants
1.	The minutes were approved as presented.		
2.	Leigh Ann explained the new format for the leadership meetings. The team will not make the changes during the meeting. Notations will be made in the document for later revision. 3.4.7 – Dale will add his part to the document. Source documents are needed for the approved list of course offerings. Dale stated this standard should be linked to the coordinating board site. 3.4.11 – The introduction needs some revision. Some information in the second paragraph is not relevant. Need to prove that faculty is qualified to review and coordinate the curriculum. This standard will be sent back to the originator for the revisions. The first two paragraphs on page 2 will be combined and reworded. 3.11.3 – Ms. McCrohan will review this standard and take out unrelated information. The standard needs to specify contract services being under Mike Feyen’s supervision. ADA needs to be addressed. 3.2.13 – Ms. McCrohan will rework and add a statement on liabilities. The mission statement needs to be addressed. 3.2.14 – Regulation 276 needs to be revised. Documentation is		

	<p>needed for this standard. The regulation for faculty web pages needs to be referenced.</p> <p>3.8.1 – No changes</p> <p>3.9.3 – The charts need to be moved up to the beginning of the document. To prove effectiveness, need to add something from TracDat. The second paragraph under admissions and registration needs to be moved to the beginning of the document. This standard will get some rearrangement.</p> <p>4.5 – Regulations 592, 593, 876, 879, 663, 664, and 591 all need revisions. The first paragraph needs to be clarified. The term personal rights need to be looked at. Evidence of appeals needs to be linked.</p> <p>2.4 – Dan made changes linking to the mission statement in the document.</p> <p>2.8 – Include some surveys and documents in the conclusion (student surveys, GCAIR, etc.).</p> <p>2.2 – No changes</p> <p>2.3 – No changes</p> <p>2.7.1 – No changes</p> <p>2.7.2 – No changes</p> <p>2.7.3 – Leigh Ann asked if the coherency paragraph was concentrating more on learning outcomes and assessment methods versus coherency. This section will be clarified.</p> <p>Leigh Ann will send an email explaining the new process for the meetings. It will include covering major content areas. The changes will be made by the originator and that person will post it in the SACS folder with the revision date and name of the person revising the document.</p> <p>The regulation revision procedure is to revise the regulations at the time of reviewing the standard, make revisions in red, send them to Barbara Watson to make changes. Barbara will then change them to the correct format and send them to Natalie to post on the web. Any typos, name changes, etc. can go to the board as an information item, otherwise they will have to go through the governance process.</p> <p>The Program Development Process in the leadership SACS folder needs to be reviewed by each member of the leadership team and will be discussed by the team at a future meeting.</p>		
3.	<p>Other Items – QEP – Pat stated the team met with the counselors. They have asked that Dr. Taylor come to a future meeting. There will be a convocation lunch on Friday with a beach party theme. Pat will ask Dan to set up an Achieving the Dream table along with the QEP table. Hamburgers and hotdogs will be served. Ms. McCrohan asked Pat to attend the next Presidents Cabinet meeting to explain QEP. She also asked Leigh Ann to explain the SACS process.</p>		
4.	<p>Dale stated he has sent one-half of the standards to the reader. When they are completed, he will present them to the leadership team.</p>		

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	3.4.7 – Dale will add his part to the document. Source documents are needed for the approved list of course offerings. Dale stated this standard should be linked to the coordinating board site.	Dale & Originator		
2.	3.4.11 – The introduction needs some revision. Some information in the second paragraph is not relevant. Need to prove that faculty is qualified to review and coordinate the curriculum. This standard will be sent back to the originator for the revisions. The first two paragraphs on page 2 will be combined and reworded.	Originator		
3.	3.11.3 – Ms. McCrohan will review this standard and take out unrelated information. The standard needs to specify contract services being under Mike Feyen’s supervision. ADA needs to be addressed.	Ms. McCrohan		
4.	3.2.13 – Ms. McCrohan will rework and add a statement on liabilities. The mission statement needs to be addressed.	Ms. McCrohan		
5.	3.2.14 – Regulation 276 needs to be revised. Documentation is needed for this standard. The regulation for faculty web pages needs to be referenced.			
6.	3.9.3 – The charts need to be moved up to the beginning of the document. To prove effectiveness, need to add something from TracDat. The second paragraph under admissions and registration needs to be moved to the beginning of the document. This standard will get some rearrangement.	Originator		
7.	4.5 – Regulations 592, 593, 876, 879, 663, 664, and 591 all need revisions. The first paragraph needs to be clarified. The term personal rights need to be looked at. Evidence of appeals needs to be linked.			
8.	2.8 – Include some surveys and documents in the conclusion (student surveys, GCAIR, etc.).	Originator		
9.	2.7.3 – The coherency paragraph will be clarified.	Originator		
10.	The Program Development Process in the leadership, SACS folder needs to be reviewed	All Leadership		

	by each member of the leadership team and will be discussed by the team at a future meeting.	Team Members		
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5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 11:05 A.M.			