



Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	July 3, 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; Youngblood, Pam; Collins, Leigh Ann; Jones, Dr. Dan; Rehak, Patricia; Stavinoha, Natalie, Dr. Wayne Taylor
Absent	

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 corrected. The correct spelling for GCARE is GCAIR.		
2.	Dale stated that the reader has the first 12 standards.		
3.	<p>Leigh Ann stated a source document area needs to be designated. It was decided that Pat Rehak's area will be the designated area. If a handicapped person was on the SACS committee, then they would reassess the designated area.</p> <p>2.9 – The second page, second paragraph needs to name the two libraries. The curriculum committee should be CIR committee. The paragraphs on page 4 need to be reworded and the chart needs to be reviewed. The conclusion needs to be revised and other school names should not be named in the document. The standard will be sent back to Hsu Kwei for revisions.</p> <p>4.3 – No changes</p> <p>3.5.2 – Leigh Ann asked if the degree audit process was written down in policy. Pam will check on the policy.</p> <p>3.4.6 – Some of the source documents will be deleted. There needs to be a policy regarding these statements.</p> <p>3.7.4 – Questions were asked, such as, “are we following policy</p>		

	<p>and documenting incidents?”, and “does the faculty understand we have a policy?” Dan suggested asking Human Resources to add this to the new employee orientation.</p> <p>3.7.5 – Leigh Ann will add comments and clarification to the end of the paragraph referencing Regulation 711.</p> <p>3.9.1 – No changes</p> <p>2.4 – No changes</p> <p>3.1.1 – Ms. McCrohan stated the Mission committee needs to be reinstated.</p> <p>3.2.1 – No changes</p> <p>3.2.2.1 – Ms. McCrohan will revise.</p> <p>3.2.2.2 – No changes</p> <p>3.2.2.3 – Ms. McCrohan will revise.</p> <p>3.2.2.4 – Ms. McCrohan will provide a memorandum of understanding.</p> <p>Program Development Process – 3.4.1 – The typographical error in the first paragraph will be corrected. Ms. McCrohan asked all leadership team members to reread the Program Development Process and review it at another meeting. More discussion pursued over the process. Ms. McCrohan stated the CIR handbook and guidelines need to be approved by the Board of Trustees. The elimination of programs needs to be expanded in the program development process. Dan stated that when IR or IE is referenced, there needs to be a timeline on requested items. Ms. McCrohan stated that it should be clear that acceptable surveys only come from IR. Dan will meet with CIR about surveys and data requests. The distance education curriculum development process needs to be added.</p>		
4.	<p>Learning Lab Proposal – 3.4.12 – The team read the proposal. Ms. McCrohan has some concerns with stating 5% of student body would use the learning labs. She stated that resources will be spent for only 5% of students. Dan volunteered working with Sharon Prince to incorporate Achieving the Dream into the learning lab proposal. Dan will bring a recommendation back to the leadership team in two weeks. Pam will move forward with Sugar Land and Wharton labs. Pam will also check on wireless or regular labs. Pat recommended self-tutoring programs which was not in the cost estimate. Dale requested including distance ed having the capability of using the learning labs through the web classes. Staffing of the labs will need to be decided within the next two weeks.</p> <p>Leigh Ann developed a table to track regulations common among standards. Another person besides Bruce needs to review the regulations. Follow-up with Judy on faculty credentials needs to take place.</p>		

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Standard 2.9 will be sent back to Hsu Kwei for revisions.	Hsu Kwei		
2.	Standard 3.5.2 – Pam will check on the degree audit process.	Pam Youngblood		
3.	Standard 3.7.5 – Leigh Ann will add comments and clarification to the end of the paragraph referencing Regulation 711.	Leigh Ann Collins		
4.	Standard 3.2.2.1. – Ms. McCrohan will revise.	Ms. McCrohan		
5.	Standard 3.2.2.4. – Ms. McCrohan will provide a memorandum of understanding.	Ms. McCrohan		
6.	Standard 3.4.1 – Leigh Ann or Natalie will correct the typographical error in the first paragraph.	Leigh Ann Collins or Natalie Stavinoha		
7.	Reread the Program Development Process	All Leadership Team Members		
8.	Dan will meet with CIR about surveys and data requests.	Dr. Dan Jones		
9.	Dan will meet with Sharon Prince to incorporate Achieving the Dream into the learning lab proposal and bring back a recommendation within 2 weeks.	Dr. Dan Jones		
10.	Pam will move forward with the Sugar Land and Wharton learning labs.	Pam Youngblood		

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 11:35 A.M.			