



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	October 1, 2007
Time	2:00 P.M.
Location	Administrative Conference Room

2. Attendees

Role	Name
Chair	Betty McCrohan
Minute Taker	Deanna Feyen
Attendees	Pinson, Dale; Kocian, Bryce; Youngblood, Pam; Collins, Leigh Ann; and Stavinoha, Natalie
Absent	Pate, Dr. Ty; Jones, Dr. Dan; Rehak, Patricia; and Taylor, Dr. Wayne

3. Agenda

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

4. Information Items

	Description	Date	Participants
1.	<p>Completed: Returned From Grammatical Editing – Pam explained the technical editing process. She asked the team if the notes should be deleted by the technical editor. Ms. McCrohan stated the notes should stay on the document until the end to determine if all information has been attached. It was determined that the technical editor will have to edit a second time to delete the notes.</p> <p>2.1 – The first paragraph was changed to restate the standard. Source documents were added. Changes were accepted. Moved to ready for tech editing folder.</p> <p>2.6 – Changes were accepted. Moved to ready for tech editing folder.</p> <p>2.7.2 – Changes were accepted. Changes were made to show hyperlink for Reg. 711 which was included in the sentence instead of in parenthesis at the end of the sentence. The title of the regulation was also added after the reg. number. Other changes were made to include hyperlinks within the sentence. All members need to look at their standards to check that links are not outside the sentence and there are no notations to see Reg. XXX. Page numbers were added to the catalog source document. Pam asked if the editor should take a snapshot of the website referenced outside the WCJC website so that if the site changed, the person wouldn't be sent to the wrong website. Moved to tech editing folder.</p>		

	<p>2.7.4 – Accepted changes and moved to tech editing folder.</p> <p>3.1.1 – The “See reg001” notation was changed to be included within the sentence. The title of the regulation was inserted. Other changes were made within the narrative and source documents. Pam will make a change on the Intranet stating the Purpose Committee is no longer in existence and the charge has been given to the Strategic Planning & Institutional Effectiveness Committee. Moved to tech editing folder.</p> <p>Decisions Made Today: Site the hyperlink in the sentence, write out the word Regulation and title (Leigh Ann will confirm with the editors if the title should be written out), and no URLs in the text.</p> <p>Ms. McCrohan asked that everyone review all standards left to be reviewed in the SACS folder.</p>		
2.			

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	All members need to look at their standards to check that links are not outside the sentence and there are no notations to see Reg.XXX.	All Leadership Team Members		
2.	Pam will make a change on the Intranet stating the Purpose Committee is no longer in existence and the charge has been given to the Strategic Planning & Institutional Effectiveness Committee.	Pam Youngblood		
3.	All team members should review all standards remaining in the SACS folder.	All Leadership Team Members		
4.				

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 3:30 P.M.			