



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	October 10, 2007
Time	2:00 P.M.
Location	Administrative Conference Room

2. Attendees

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

3. Agenda

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

4. Information Items

	Description	Date	Participants
1.	<p>The following second revisions were reviewed:</p> <p>2.10 Leigh Ann Collins noted Student Success Coordinators are not included in the narrative. Betty McCrohan stated they should be added because they are a student outreach program.</p> <p>Bryce Kocian asked about the Learning Centers implementation. He said Sharon Prince has indicated she is opening one learning lab with other campuses to follow. Ms. McCrohan said it was her understanding that learning labs were being developed for all three campuses and she would like to know what Sharon Prince has planned. She asked Leigh Ann Collins to ask Sharon to clarify her plans because we need a clear understanding of what she is doing.</p> <p>Patricia Rehak noted the online orientation was added this summer. This enables us to offer orientation to all students and this also should be added to the standard.</p> <p>Betty McCrohan stated Dan Jones will need to strengthen the Achieving the Dream paragraph. A note was added in red font to the document.</p>		

<p>Betty McCrohan stated there have been recent changes in the SACS methodology. There are certain standards that will be thoroughly looked at by the on-site team, even if the off-site team has approved them.</p> <p>3.10.4 – Bryce Kocian noted the paragraph referencing internal controls needs revision. The wording was revised.</p> <p>It was noted that job descriptions should be added when people are identified (i.e. Dean of Financial and Business Services).</p> <p>The source document for Director of Purchasing was added.</p> <p>Leigh Ann Collins stated a paragraph about the bid process should be Added. [Is it a regulation?] Add link to Board Minutes and Purchasing Manual.</p> <p>3.8.3 – Betty McCrohan noted an introduction statement should be added that affirms we have sufficient staff. Discussion followed regarding Kwei’s perspective regarding staffing. Betty will meet with Kwei and Ty to discuss this concern.</p> <p>3.8.2 – Betty McCrohan noted an introduction statement should be Added that affirms compliance.</p> <p>3.7.1 – Betty McCrohan stated the review of credentials project is near completion. Each vice president will need to sign off on credential reviews within their area. Judy Jones will be asked for a timeline on completion of the credential reviews.</p> <p>2.9 – Reviewed changes previously made. No further changes are Needed.</p> <p>3.8.1 – Reviewed changes made to the document. Betty McCrohan stated a strong leading statement should be added. Patricia Rehak stated Jeremy McMillen asked a good question: How are the materials in the county library deemed appropriate for our students? Kwei will be asked to answer this question.</p> <p>Also, Jeremy said regarding #4 in the standard that reads “based on the recommendations for ADN and PTA . . .”, we need to state what is being done to assure this is done.</p> <p>It was noted there seems to be a problem with Table 2. The narrative mentions an increase in usage, but the data in the table indicates a large decrease. Ms. McCrohan stated it could possible by a typographical error. This discrepancy will be investigated.</p>		
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<p>4.2 – Dale Pinson distributed this standard for review. Editing changes were made to the standard.</p> <p>Standards returned from Grammatical Editing Folder: 2.4; 2.7.1; 2.7.3 – Reviewed the edited documents. Moved document to Ready for Tech folder.</p> <p>2.8 – Reviewed the edited document. A question was raised about Including the HR process for hiring part-time faculty. [Look at Reg 823].</p> <p>3.2.4 – Reviewed the edited document. [Note: Check on Minutes of Board Meetings and Signed Statement of Ethics to make sure they were sent to Pam Youngblood.]</p> <p>3.2.6 – Reviewed the edited document. [Note: Ask Pam Armentrout to explain grammatical rule for capitalization differences.] Document retained in Grammatical Editing folder.</p> <p>3.2.9 – Reviewed the edited document. Note on document states “add Evidence in source docs to show policy is being followed.” Has this been done? Document retained in Grammatical Editing folder.</p> <p>3.7.4 – Reviewed the edited document. Need to complete source documentation. Document moved to Tech Edit folder.</p> <p>3.10.1 – Reviewed the edited document. Additional editing done, and document moved to Tech Edit folder.</p> <p>4.4 – Curriculum Handbooks needs pg. numbers. The note for CIR minutes was deleted. Moved to Tech Edit folder.</p> <p>4.7 – Check grammatical rule on WCJC – initials or spelled out. Moved to Tech Edit folder.</p> <p>2.2 – Pam will take box off of first paragraph. Moved to Tech Edit folder.</p> <p>3.2.1 – Reviewed document. No additional changes needed. Moved to Tech Edit folder.</p> <p>3.2.8 – Reviewed document. No additional changes needed. Moved to Tech Edit folder.</p> <p>3.4.11 – SACS COC needs to be spelled out. Moved to Tech Edit Folder.</p> <p>Second Revision: 3.4.2 – Discussion pursued over the three programs listed in the</p>		
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	Core SACS requirement, and whether these programs need to be Expanded. Need to explain what each continuing education program Does. Dale will revise.		
2.			

7. Action Items

	New Action Items	Owner	Due Date	Status
1.				
2.				
3.				
4.				
5.				

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 6:15 P.M.			