



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	October 31, 2007
Time	2:00 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; Jones, Dr. Dan; Rehak, Patricia; Pate, Dr. Ty; Stavinoha, Natalie; Taylor, Dr. Wayne
Absent	Collins, Leigh Ann

3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	
2.	Other Items: Dr. Michael Johnson Visit Compliance Issues QEP Achieving the Dream	

4. Information Items

	Description	Date	Participants
1.	Standards That Need Rewrite – 3.4.12 – The team reviewed the standard. Additional source documents were added. Research will be completed on how many computers and classrooms are available at each campus. Changes were made to the narrative. Pam will check on the re-fresher plan document. Returned From Grammatical Editing – 2.9 - The team reviewed the standard. Changes were made to the document. Style changes are needed throughout the document, such as, bullets and indentions. This standard will be reviewed by Pat. 3.3.1 – Editing errors were found. It was decided to let someone else edit and decide whether to accept the errors. 3.11.2 – Changes were accepted. Sent to ready for tech editing. Standards That Need Source Docs – 3.2.12 – Ms. McCrohan needed source documents from Bruce’s computer. Pam said to send the information to her and state the standard it is related to and she will find the documents. 3.2.2.4 – Not moved.		

	3.2.11 – Ms. McCrohan has the source documents. 3.2.2.1. – Changes were accepted. Moved to ready for tech editing.		
2.	Dr. Johnson’s visit – The team reviewed Dr. Johnson’s arrival and departure. The itinerary will be emailed to all members. A cover letter was created by the team. The itinerary and cover letter will be emailed to all attendees by Natalie.		
3.	QEP – Focus groups were held this week at each campus. Results of student Q & A’s and staff Q & A’s were handed out to the focus groups. Ed Morante gave suggestions of consultants for QEP, but most only had experience in testing and not advising. Pat is waiting for more names to choose from. Charlotte also suggested a person. Discussion occurred over providing computer training for faculty to provide Competencies on computer literacy in the classroom. Dr. Pate stated Stephanie Dees has asked the computer science faculty to give a class prior to the start of the spring semester. It was also discussed to have a class tutorial on the Intranet. Dr. Pate will contact Stephanie.		
4.	Achieving the Dream – Ed and Charlotte will be coming on December 5th and 6th. They will meet with the leadership team at their 2:00 Wednesday meeting and QEP on the 6 th . Dr. Jones asked if the director position should change since QEP has dropped the testing component in their plan. Dr. Jones is meeting with Gus and Richard tomorrow morning on an agreement with the consultant for financial aid. Sharon Prince is moving forward with the learning assistant centers. Bryce will get with Mike to equip the room in the Science building for electrical wiring for the learning assistant center. Computer tables, chairs, an instructor table, and two printers are also needed.		

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	3.4.12-Research is needed on the number of computers and classrooms.	?		
2.	3.4.12-Pam will check on the re-fresher plan document.	Pam Youngblood		
3.	2.9-Pat will review the document.	Pat Rehak		
4.	3.3.1-Someone needs to edit this document and decide whether to accept the changes.	?		
5.	3.11.2-Ms. McCrohan needs documents from Bruce’s computer.	Pam Youngblood or Ms. McCrohan		
6.	3.2.11-Ms. McCrohan has the source documents.	Ms. McCrohan		
7.	Dr. Johnson’s itinerary and cover letter will be sent to all attendees.	Natalie Stavinoha		
8.	Dr. Pate will contact Stephanie Dees for faculty training.	Dr. Pate		

9.	Bryce will get with Mike to equip the Science room with wiring. He will also check on computer tables, chairs, an instructor table, and two printers.	Bryce Kocian		
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5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 4:25 P.M.			