



# Wharton County Junior College

## Leadership Committee Meeting

### 1. Leadership Committee Meeting Minutes

Item	Description
Date	August 14, 2007
Time	9:00 A.M.
Location	Administrative Conference Room

### 2. Attendees

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

### 3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	
2.	FAQ's discussion	
3.		
4.		

### 4. Information Items

	Description	Date	Participants
1.	<p>3.7.3 - It was suggested to display the Faculty Professional Development information on the Intranet. The free links associated with professional development will be added. Continuing Education opportunities for practitioners will be added. Regulation 888 needs revision.</p> <p>3.8.2 – Leigh Ann noted that Fort Bend and Wharton locations are noted but Sugar Land is not. A section will be added to include Sugar Land. A source document needs to be added on the faculty and student annual survey. The pending information will be checked in the table and updated.</p> <p>3.4.12 – A narrative on learning labs needs to be added. Program Specific technology will be added to the standard. A narrative from the ad hoc committee will be added. Web CT information was added. A list of faculty training will be added from Ken Rosier. Course schedules will be added to show ITV locations.</p> <p>3.5.3 – Source document links will be checked before moving to the completed folder.</p> <p>3.11.1 – Regulation 821 is noted in the source documents, but it is not noted in the body of the document. Other minor changes were</p>		

	made to the document. Minutes need to be added to show the budget process and internal controls. Bryce stated his reader suggested tying better to the strategic plan. 3.11.2 – Larger paragraphs were broken down into smaller paragraphs. No other changes were required. 3.14.1 – This standard was not posted on burnet. This standard will be reviewed next week. 2.11.2 – Minutes need to be added to the document. 3.2.10 – Ms. McCrohan needs to complete the revisions. 3.10.1 – Revisions have not been made to the document. 3.11.3 – ADA compliance has not been added to the document. The focus group surveys need to be added to the source documents.		
2.	Leigh Ann stated all of June standards need to be revised and placed in the revision folder by next week.		
3.	Pam stated the TracDat update has many changes. The switch will not take place until after SACS. A new position is needed for assessment and TracDat training.		
4.	The Leadership Team will meet with Ed and Charlotte at 2:00 P.M. on September 24, 2007. The Achieve the Dream position needs to be decided on prior to Ed and Charlotte's meeting.		
5.			
6.			

## 7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Leigh Ann stated all of June standards need to be revised and placed in the revision folder by next week.	All Leadership Team Members		
2.				
3.				
4.				

## 5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 10:45 A.M.			