



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	September 12, 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; Leigh Ann Collins; Jones, Dr. Dan; Rehak, Patricia; Stavinoha, Natalie
Absent	Taylor, Dr. Wayne

3. Agenda

	Topic	Owner
1.	SACS-Review the core standards for the Compliance Report	
2.	Other Items Committees	

4. Information Items

	Description	Date	Participants
1.	<p>2nd Review Folder – 2.7.3 – Moved to completed folder for grammatical editing.</p> <p>3.2.7 – Judy is working on the organizational chart. Regs. 001-007 are on the board agenda for their first review in September. Moved to completed folder.</p> <p>3.2.8 – Added resumes and job descriptions to the source documents. Moved to completed folder.</p> <p>3.2.11 – Moved to completed folder.</p> <p>3.2.13 – The memorandum of understanding has to go before the Foundation board for the October meeting. Moved to completed folder.</p> <p>3.4.6 – Pam has sent the information from Karen Preisler to Pat Rehak for review and implementation into the narrative. A regulation or another source is needed for the process of reviewing transcripts and awarding credit. Pam will have Karen draft a regulation. Pat will bring Karen’s information to the next meeting for the Leadership team to review.</p> <p>3.5.2 – Pam has sent the information to Pat Rehak for review. The information will be discussed at the next meeting.</p> <p>3.7.2 – The Faculty Evaluation Committee will review the standard</p>		

	<p>and offer suggestions. Moved to completed folder.</p> <p>3.8.2 – Kwei needs to address how the library services will be provided at the Bay City facility.</p> <p>3.8.3 – Moved back to SACS folder. Leigh Ann will discuss with Kwei.</p> <p>It was decided by the team that editing will be made in a different color without deleting information.</p>		
2.	<p>Substantive Change – Dale clarified that standards would be complete prior to the substantive change being submitted so the latest standard revisions will be complete. Dale stated it would be late October – December. Ms. McCrohan suggested that all team members review their standards in the substantive change folder to incorporate in their standards, if necessary. The team members should rename the document with OK at the end when completed, reviewed, or revised.</p>		
3.	<p>Dan stated he created a CCSSE folder in the leadership folder. Dan explained how to maneuver in the folder and what information was available. Dan explained the document was not write-protected. Pam will make a change to make it write-protected before posting on the intranet.</p> <p>Dan stated the SENSE survey will be given within the next week.</p>		
4.	<p>Committees – The team reviewed the committee list. Changes were made to the list. Other recommended changes should be sent to Deanna to be reviewed at the leadership meeting next week. Natalie will make additional updates to the committee spreadsheet when changes are received.</p> <p>Ms. McCrohan stated a memorandum should be sent to each chair of committees giving a timeline to report back on the progress of their charge.</p> <p>Ms. McCrohan stated that a committee was needed that deals with admission standards, enrollment management, recruitment, and retention.</p>		
5.	<p>The standards currently in the completed folder will be sent on Friday to the editing team.</p> <p>Reminders: Monday, September 24, 2007 – Meeting with Ed & Charlotte – Achieving the Dream Friday, September 14, 2007 – Meeting on Achieving the Dream</p>		

7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Review 3.4.6 & 3.5.2 after Pat reviews the information sent by Pam.			
2.	All team members should review the substantive change information to determine if it should be implemented in their standards. If changes are made to the standard, make	All Leadership Team Members		

	changes in a different color and rename the document with OK at the end.			
3.	Make recommended changes to the committee list. Send recommendations to Deanna.	All Leadership Team Members		
4.	Create a committee for admission standards, enrollment management, recruitment, and retention.			

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 4:20 P.M.			