

**Central Texas College
Reaffirmation of Accreditation
Leadership Team Meeting Minutes**

Date: September 15, 2004

Time: 2:00 – 3:00 PM

Place: Building 108, Room 104A

Present: Dr. James R. Anderson, Chancellor
Ben H. Wickersham, Deputy Chancellor, Educational Program Support
Services and Texas Campus Operations
Bill Alexander, Dean, Continental Campus
Laurelyn Carlisle, Dean, Instructional Services
Lillian Young, Director, Institutional Effectiveness
Jane Perschbach, Faculty, Computer Science
Suzanne Morales, Faculty, Developmental Studies
Jan Anderson, Faculty, ESL, Developmental Studies
Erin Rhoden, Coordinator, Instructional Services

- **Dr. Anderson** reviewed highlights of the briefing that Jim Yeonopolus and Bill Alexander provided after the SACS-COC committee visits to San Diego and Fort Lee. They were two very different visits presenting both compliance issues and logistics issues that are of importance in planning the upcoming and final visits in October. A brief discussion was held on the availability of local restaurants and food arrangements for the committee members.
- **QEP Co-Chairs** – Jan Anderson and Suzanne Morales reported that the QEP documents are available and should have been received by the Leadership Team. Members that did not receive them were provided copies. The Plan is available on the QEP web page. A Board workshop will be conducted by Jan and Suzanne prior to the Board meeting on Thursday, September 16, 2004. QEP Board workshop attendees will include Deputy Chancellor's and Campus Deans. Thirty-six units will be conducting training during Friday and Saturday sessions. Training will be held on October 1st and 2nd and then again on the eighth and ninth in a location to be determined.
- **Liaison to Locations at a Distance** – Bill Alexander reported that the Fort Lee visit went well. Dick Gates and staff were prepared for the on-site visit to Fort Lee. The committee interviewed faculty, staff, and students. Major compliance issues discussed were faculty credentials and approval process, institutional effectiveness and how it is tied back to main campus and the IE process, also textbooks, and student orientation were discussed. Overall the visit went well and experiences and knowledge gained will be applied to the visits to Fort Polk and Fort Leonard Wood in October.

- **Accreditation Liaison** – Laurelyn Carlisle reported that she and Erin met with Charles McCrindle and Mark Plasterer regarding equipment and room arrangements for the committee headquarters. The room is booked beginning October 1. At that time notebook computers will be placed in the room and presentation equipment will be added to ensure that all is working properly. The itinerary for the visit will be finalized with the Chair in the coming week. Leadership Team members will be provided with a copy. Tentatively team members should be available on Tuesday afternoon, October 19th for an interview with the two lead QEP evaluators. The room is to be determined.
- **Ex Officio to QEP and ACC** – Mr. Wickersham reported that the Focused Report and accompanying Faculty Qualifications report were mailed the first of September. The Focused Report mailing included the Compliance Certification without documentation and the QEP. In addition, compliance documentations for Fort Polk to include Lewis and Wainwright with video and Fort Leonard Wood to include Stewart and Schofield with video were mailed. The Fort Hood mailing included compliance documentation on the remaining eight continental locations. All documentation is prepared in an electronic format on CD ROMs. All the mailings met the 6 weeks from the visit deadline set by the Commission.

**Next Meeting: Wednesday, October 13, 2004, 2:00 P.M.
Chancellor's Conference Room**