

**DACC NCA-HLC Self Study**  
**Criterion Two: Preparing for the Future**  
**Committee Meeting Minutes**  
**Date: May 07, 2007**  
**Location: Laura Lee, Lincoln Hall**

***Criterion Statement: “The organization’s allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities.”***

**Present:** Mike Cunningham, Kristen Dallavis, Viv Dudley, Jonathan Jett, Susie Landers, Dianne Manganaro, Sarah Robison, Janet Redenbaugh, Janet Westberg

**Agenda/Objectives:**

- Discussion of what are we doing now?
- Discussion of what do all these things we are doing now indicate about preparing for the future

**Discussion Summary:** HLC Annual Conference

Janet Redenbaugh and Kristen Dallavis reported on the HLC Annual Conference.

Janet noted that the emphasis is on “Student Learning”. Peer reviewers will be evaluating the effectiveness of our institution based on what students are learning. Criterion Two should show support for the importance of student learning. In addition, conference leaders stressed the importance of the college telling their story, and being honest about the college’s strengths and weaknesses

Kristen noted that all staff need to become involved with the visit and suggested that the visit could be fun.

**The Survey**

The committee looked again at an employee survey distributed by Rich Mountain Community College. It is the opinion of the steering committee that to maximize the response rate and to get reportable data, the questionnaire needs to be revised using a rating of 1-5, such as Likert scaling, and also include areas for open response questions and comments. Janet will take this suggestion to the steering committee. The committee discussed including questions on grounds, equipment, and technology, including both qualitative and quantitative measures to determine if the current and future needs of the college are being met.

It was also suggested that a vocabulary list of the common terminology and sources used in the self study process be distributed to all committees to ensure consistency.

#### Security Report

Mike Cunningham reported on security. It was noted that the crime rate in Vermilion County is similar to that of Chicago, above the state average. (Two handouts provided.) He noted that he has been able to hire two security guards who are trained police officers with the skills needed to identify possible problems. The College also has contract employees to supplement the DACC security. He is developing a security plan to ensure the campus is safe and secure, although it is impossible to cover all possibilities.

It was noted that in the basement of Mary Miller, there is no means of obtaining help in case of a possible threat, since cell phones do not function. The matter will be reviewed.

Committee members discussed security issues as a timely in-service topic in our changing society.

#### Foundation Report

Sara Robison reported on the Foundation, a major source of income for student scholarships. She presented a "Report on Progress of Assets and Awards", tracing the growth in assets and number of awards given since 2001. Foundation assets have grown from \$2,702,861 in 2001 to \$5,981,423 in 2006 with numbers of awards increasing from 143 in 2001 to 295 in 2006. Sara noted that the report along with the strategic plan has been presented to the Board of Trustees and will be presented to the Foundation Board.

#### Writing of the report

The data research and studies need to be completed during Fall 2007 in preparation for writing of the report in Spring 2008. Since Criterion Two is tied closely to the Strategic Plan, it was suggested that the committee should be updated on this document. Kristen Dallavis agreed to review the Strategic Plan and provide a summary at the next meeting.

Janet Redenbaugh provided a listing of the Resource Files available in her office. Many of these documents have been discussed in meetings. She requested the members of the

committee review the "Notes from October 10, 2006 Criterion Two Planning Meeting" for further discussion at the June 11 meeting.

**Meeting Adjourned** 2: 20 pm

**Next Meeting:** Monday, June 11, 1:00 pm, Laura Lee