

DACC NCA-HLC Self Study
Criterion Two: Preparing for the Future
Committee Meeting Minutes
Date: November 5, 2007
Location: Laura Lee Room

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, Viv Dudley, Suzie Hobick, Jonathan Jett, Debbie Knight, Susie Landers, Sarah Robison, Janet Redenbaugh, Janet Westberg

Guest: Dr. Jacobs

- **Key Definitions and Concepts**

- Mission: “Danville Area Community College is committed to being a recognized leader in providing quality, innovative and adaptive programs and services which meet the life-long academic, cultural and work force needs of our diverse community.”

- **Key Questions**

- What are we doing now?
- What do all things we are doing now indicate about preparing for the future?

- **Employee Survey** – The results of the survey were distributed. Team members were requested to review the results and determine what can be used in their area of responsibility.

- **Student Survey** – The survey was administered on Halloween; tables were set up in Lincoln Hall, Mary Miller, and Clock Tower. Students in these areas were randomly encouraged to participate in the student survey.

- **Time-line** The written reports must be completed by Feb 1, 2008. The format will be in paragraph form, with the following formatting specifications:

- Write in 3rd person.

- Use complete sentences and developed paragraphs.

Generally, avoid bullets, tabs, justification, page numbering, or formatting.
Double space to make editing easier.
Keep headings consistent with Higher Learning Commission documents.
Proofread your document; check spelling and grammar.
Save tables and charts in a separate file, noting to what part of your plan they refer; editors will decide what to embed in the text or move to an appendix.

- **Criterion Two – Core Component 2a**

Janet Redenbaugh presented two reports. The first report pulled pertinent data from the resources and placed them under the appropriate headings. The second report bulleted the key concepts. The committee members recommended that the format be followed.

Since the demographics of Vermilion County has changed since the 2000 Census, data on the Fall 2007 ethnic make-up of the K-12 public schools has been obtained from the Regional Superintendent of Schools. 2000 Census data reported a 3% Hispanic or Latino and a 10.6% Black or African American population in Vermilion County. However, 2007-2008 minority data from Vermilion County public schools indicate a changing racial makeup with black students making up over 19% and Hispanic students accounting for over 4% of enrollment in K-12.

Janet reported that the most current Strategic Plan plays a pivotal part of Criterion Two, and should be used as a significant source of data for Criterion Two. The committee requested that the latest Strategic Plan with the most current additions in “red” be made available to the sub-team leaders.

- **Criterion Two – Core Components 2b, 2c, 2d Sub-team Updates**

Subteam 2b (Sarah Robison, Janet Westberg, and Susie Landers) will meet in Mary Miller to have easier access to Resource Files. They plan to follow a format similar to that provided by Janet Redenbaugh. The committee working on 2c (Viv Dudley, Debbie Knight, and Jonathan Jett) requested a flow chart that reflects the inter-connection between the different reports. They are scheduled to meet with Randy Fletcher to get more information about the College’s assessment process and reports generated. It was suggested to refer to the Assessment site on DACC’s webpage.

A request was made to have time allotted at our January inservice to work on the HLC criteria. Suzie Hobick will speak to Dave Kietzmann about this.

The meeting was adjourned at 1:45 pm.

- **References**

www.dacc.edu/selfstudy

www.ncahigherlearningcommission.org

- **Next Meeting: Date/Time/Location**

December 10, 2007, 1:00 pm, Laura Lee