

**DACC NCA-HLC Self Study**  
**Criterion 3: Student learning and effective teaching**  
**Committee Meeting Minutes**  
**October 3, 2006 2:30 p.m.**  
**TC Conference Room**

**Present:** Jeff Hutton, Becky Osborne, Brian Fink, Maurice Miller, Ben Jun, Shelby May, Ted Gallagher, Lori Jones, Tom Szott

**Absent:** Margie Arlington, Tim Bunton, Cathy Bolser  
Guests/Resource Persons: Randy Fletcher

**Introductions:** Jeff welcomed the committee and introduced Randy Fletcher

Agenda/Objectives: *Prove we are doing what we say we are doing by a preponderance of evidence*

**Goals set for the team:**

- 1) criteria for accreditation
- 2) examples of evidence
  - a. how to validate outcome assessment
  - b. how to accumulate material to provide proof of assessment
  - c. what information we as a team want to provide to the Higher Learning Commission to review for assessment

**Criteria for data collection:** (based on presentation by Randy Fletcher)

Randy Fletcher discussed criteria necessary for the collection of data with the team. He advises the approach the team discussed: breaking the components down into four sub teams and approaching each one individually.

The team needs to focus on the 4 components and develop “best practices” for these components using current assessment tools for each component. We will then analyze the data collected and write an evaluation of our assessment “best practice” for each department on campus.

We will then determine how the four best practice components affect the four theme areas.

***The Higher learning commission is focusing on three main components at DACC:***

1. Diversity
2. Student learning outcomes
3. General Education

We as a team need to develop mission statements for the commission involving these three areas.

***The team needs to perform a S.W.O.T. (strengths, weaknesses, opportunities, & threats) of current practices:***

- 1) where we are as an institution
- 2) what barriers we are encountering and need to overcome
- 3) how we have improved over the preceding years
- 4) and, how we can continue to improve the assessment process

After information is gathered, analyzed and best practices determined, the committee will write a chapter for the Assessment. Our committee will need to determine who our writer will be.

Writing of the chapter needs to be submitted to Randy Fletcher eight months prior to the Assessment being submitted to the Higher Learning Commission. It is due to the Commission Fall 2008. Randy will write the final draft with Mary Coffman serving as editor.

**The HLC will then do an on-site visit in 2009.**

Question: Becky O asked Randy if Student Support Services should use the CAS tools as standards to evaluate their effectiveness. Randy replied that he thought that specific tool is more effective in Criterion Four.

**October 10<sup>th</sup> in-service:** Criterion three committee will meet with Robert Appleson from the Higher Learning Commission to get a better understanding of the information we are to provide to them.

We have not made any decisions on how to proceed until we meet with Mr. Appleson.

**Documentation to acquire to begin assessment:**

- 1) 1999 Criterion Assessment Chapter from Penny McConnell
- 2) Review Self-studies using DACC Website- [www.dacc.edu/selfstudy](http://www.dacc.edu/selfstudy)
- 3) 2002 Self-Study Analysis from Randy Fletcher
  - a. must submit resource
- 4) Copies of assessment tools currently being used by DACC faculty from Randy Fletcher
  - a. Must submit resource request form for this information (Jeff Hutton has this form)
- 5) Maury Miller has several books checked out from the library involving self-study and assessment outcome procedures. We will need to look at these as time permits.

*The committee will have access to the resource room as we start gathering information.*

Randy Fletcher emphasized that the Assessment criterion is the focus of the Self-Study. Dr. Jacobs is a Program Commissioner with the Higher Learning Commission and has

examples available that the committee may be able to review as a resource regarding how the assessment should be formatted.

New Tools DACC will be incorporating:

- 1) Placement scores (COMPASS)
- 2) CAP Exit evaluations

These new tools will provide critical information on a student's level of education upon entering our institution versus the information they have learned while attending DACC.

Next Meeting: Tuesday, October 10 In-Service with Robert Appleson 2:30 p.m.  
(meeting place to be announced)

Follow-up Meeting: Tuesday, October 10 Tech Center Conference Room 3:30 p.m.