

DACC NCA-HLC Self Study
Criterion 3: Student learning and effective teaching
Committee Meeting Minutes
October 10, 2006 2:30 p.m.
TC Conference Room

Present: Jeff Hutton, Maurice Miller, Shelby May, Lori Jones, Margie Arlington, Becky Osborne

Absent: Tim Bunton, Cathy Bolser, , Brian Fink, Ben Jun, Ted Gallagher, Tom Szott

Guests/Resource Persons: None

Introductions: Jeff opened meeting

Agenda/Objectives: *Compile Material and begin evaluation*

Core Component:

Discussion Summary: Based on Steering Committee Meeting: Steering Committee will develop template that will be used for each chapter. Style should be consistent to all chapters.

- 1.) Team C3 will create own evaluation forms if necessary to collect needed data for analysis.
- 2.) Focus on institutional effectiveness; good and bad. If not what committee is looking for, propose changes to forms or create own.
- 3.) Professional development discussed: Need to assess
 - a. what is offered to employees
 - b. what funds are available
 - c. who has access to funds
- 4.) Propose recommendations as to what is in best interest of the school

Data:

- 1) Criteria for Accreditation and operational indicators handout
- 2) Progress report for June 2002
- 3) Example of Narrative

Assignments:

Becky: Check websites for self-study information and what data is available

Lori: Submit request for information to Randy Fletcher for assessment materials currently used to begin data collection.

Final Draft: Due October 2008

Resource: www.ncahlc.org website

Next Meeting: October 24, 2006 / 2:30 p.m. TC Conference Room

Consult evaluator from City College of Chicago to critique our chapter as we create it.

Next Meeting:

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