

**Higher Learning Commission  
Follow Up Committee**

**Meeting Date: May 11, 2007**

**Members in Attendance:** Gail Morrison, Ernestine Darnell, Jeff Rush, Nancy Boesdorfer

**Guests:** Dr. Jacobs, Randy Fletcher

Randy shared with us that we probably want to revisit Rich Mountain's report on how they have compiled information, and in particular, pages 19 and 21. In a brief discussion, it was noted that although there were no challenges that needed to be addressed from 2002, the college has completed the following tasks:

- General Education --- nationally normed surveys, i.e., Compass, CAAP.
- Review of Program --- Program Level Assessment noted in Institutional Report
- Exit Exam

Randy also suggested that we work with Criterion 3. They are addressing some of the same issues that we are addressing, so some of our information may come from the information they gather --- do not reinvent the wheel.

**Detailed Table of Contents:** The remainder of the meeting was spent on compiling a detailed table of contents or 'examples of evidence' on our challenges, which is due to Randy by June 1. The information gathered (example of evidence / bullet points) is as follows:

1. The integrations of Continuous Quality Improvement (CQI), Assessment, planning, budgeting, and use of data, needs to be strengthened to improve learning and to drive decision-making.
2. Challenges from the 2004 Request for Change for Online Learning
  - a) The Technology plan lacks timelines for implementation of budget links.
    - The 2004-2006 Technology Plan was developed and executed.
    - A new plan is currently being developed with enhancements of timelines and related costs which will be linked to budget planning.
  - b) The operating budget does not establish a specific cost center for distance learning.

- Since FY95 Distance Learning Budget has been utilized reflecting all forms of alternative educational delivery methods
- For 10 years online support funds were budgeted in various departments such as Library and VP of Instruction Budget
- In FY06 a Budget was developed specifically for Online Support to pull costs into one budget area
- In FY07 Online Support Budget enhanced to book Staffing costs allocated for WEB general functional support

c) There is no established plan for online course or program development. Timelines and budget links are therefore not available.

3. Knowledge or and commitment to the assessment of student academic achievement need to permeate the institution (Challenge from 1999); and
4. A coherent system to manage assessment information and involve all stakeholders in decision making needs to be more fully developed.

- Since 1999 DACC has entered into a new phase of excellence in assessment of student learning , i.e,
- Assessment Team has existed since 2000.
- Instructional Assessment of Student Learning annually since 2001
- Assessment Team expanded to include CFO and Director of Admissions / Registrar to represent non-instructional departments (Support Departments)
- During academic year 2006-2007, Assessment process expanded, reporting tool developed for Department / Office Level Assessment Report, and formal kickoff in January 2007
- Campus Wide Assessment Planning document completed end of FY07
- Beginning FY08, actual assessment process fully engaged through all instructional and support departments
- Institutional Effectiveness Plan generates data from all divisions and is used to develop a report on student learning outcomes, student services functions, and administrative services functions
- Assessment reports from all departments are required annually with the information compiled into a larger Institutional Effectiveness report and delivered to all stakeholders on campus.
- Data collected by the Office of Institutional Research, including enrollment reports, retentions analysis, and graduation and completion information, is shared with Administrative Council, Expanded Administrative Council, and the Office of Instruction

5. The strategic planning process needs to pay continued attention to issues raised by declining enrollment.
  - Create a retention toolkit for faculty and staff
  - College Express has been created
  - Developed a marketing plan
  - Enrollment has increased since 1999
  - Created high demand program and supported it with budget
  - Created more online courses
  - Created Assessment Team
  
6. There is a need for more formal linkage, involving faculty, between developmental education and entry to formal college level coursework.

Not all team members were present, so we are still missing some 'examples of evidence'. It was decided to send the minutes out for review, and then team members can send their additions to Nancy. We will tweak the rough draft at our next meeting.

**Upcoming Meeting Dates:** Since our written product is due in early fall, it was decided to meet twice a month from now on until fall. We will meet at 1:15 p.m. on the following tentative meeting dates:

May 25  
June 8  
June 22  
July 13  
July 27  
August 10  
August 24

**Meeting Adjourned:** 4:30 p.m.