

DACC NCA-HLC Self-Study
On-Line Degree Request for Institutional Change
Committee Meeting Minutes

Date: 2/08/2008

Location: Lincoln Hall, Laura Lee Room – 9:00 a.m.

Present: Dr. Belinda A. Dalton-Russell, Jon Spors, Karen Jones-McKissack, Naomi Yonke

Absent: Rich Pate, Eric Rayburn, Ryan Wyckoff, Sharon Waggaman

Guests/Resource Persons: None

Agenda/Objectives

Core Component:

Discussion:

Acknowledged members present: Dr. Dalton-Russell acknowledged those members present and expressed gratitude for work completed and to those who took time to review the draft for the On-Line Degree Request for Institutional Change. Dr. Dalton-Russell conveyed to the committee that it is imperative as a committee to support the efforts that Ryan Wyckoff has put forth to prepare the draft. She said that the committee must reflect the seriousness of this task and our commitment as a team by providing constructive feedback that will increase our changes for blanket approval. She shared that Ryan Wyckoff and Rich Pate notified her that each were teaching and unable to join the Friday February 8, 2008 meeting.

Dr. Dalton stated that during the Spring '08 in-service, the team had agreed to review Ryan's completed draft, make suggestions and meet again as a team to review the document and provide final input. Ryan Wyckoff sent the document to committee members on Monday, February 4th, 2008 prior to the snow last week. Since we were out Friday, Dr. Dalton-Russell was not sure how many members reviewed the document and forwarded recommendations to Ryan. One or more members expressed that they thought the document looked fine, therefore, they did not send Ryan recommendations. Dr. Dalton stated it appears Ryan forwarded his draft to Randy thinking there were no recommendations. Dr. Dalton-Russell wanted all members to be brought up-to-date on the status of the committee and to assure that each team member has a voice in the process. There were committee members present that indicated they had sent Ryan recommendations prior to the February 8, 2008 meeting.

Dr. Dalton-Russell requested that each committee member take a few moments to review their recommendations. She asked each member present to provide their recommendations and any constructive comments that would enable the committee to successfully meet their charge. Based on feedback provided, the following recommendations were identified:

Recommendations: Naomi Yonke:

Page 2 - Under District

The estimated population is not accurate. The committee believes that the population is substantially lower than 100,000. This includes the high school districts in Vermilion, Edgar, Iroquois, Ford and Champaign counties in Illinois.

Page 20 - Spelling

Under communications second line, the word should be taking instead of staking

Page 28/291

Web CT is mentioned in several places throughout the document, it may end after another year.

Page 27

Student Support Services should be changed to *Student Success Center*

Recommendations: Jon Spors

Page 5 – Under numbers and types of students served

45% increase from FY2005 appears to be too high.

Additional Comments:

The document was difficult to comprehend and seemed to go in many directions. The committee members questioned if this was due to the format that the committee was asked to follow and the information we were expected to respond to?

Based on the information provided, has the committee proved through needs analysis that distance learning is needed? Have we conveyed that on-line degrees carry the same integrity and respect as our traditional degrees offered?

It is imperative that we use spell check and look for misspelling that spell check does not catch.

Recommendation: Karen-Jones McKissack

Page 13 - student evaluation of the instructor

Are all faculty members evaluated or only non-tenured faculty evaluated? Are evaluations conducted on an annual basis consistently?

Recommendations: Belinda A. Dalton-Russell:

Also identified some of the above recommendations. Additional recommendations included:

Page 9B - describes the needs analysis related to this proposed change

The registration, counseling & advisement department has no knowledge of a survey conducted over the past three years to determine course and program preferences.

Additional Comments:

The committee was reminded that Ryan Wyckoff will be attending the upcoming NCA conference and will have an opportunity to review information from other colleges who have completed this process and addressed on-line degree Institutional Change requirements.

Recommendations: All members in attendance:

Page 9/10 - Student Comments Survey of students

There was some discussion on if the quotes from students used in the proposal were reflective of the highest quality of our students.

Additional Comments:

Ryan Wyckoff – The committee agrees that additional information is needed from Randy to assure consistency and accuracy in the areas where Ryan has indicated Comment.

In Closing:

Dr. Dalton-Russell acknowledged that committee members provided valuable input based on their review of the document. It was also expressed that it is often difficult to compile research, write and proof your own document. She applauded Ryan Wyckoff's willingness to accept this task. She also indicated that Ryan did a good job of identifying areas that need to be updated or require additional information. Dr. Dalton-Russell asked committee members to forward any additional recommendations they may find to Ryan Wyckoff promptly. Ryan has indicated he will add the recommendations and forward them to Randy Fletcher to update the document. Dr. Dalton will urge Ryan to check with Randy on the areas he identified and incorporate all revisions before submitting the final draft to Randy. She indicated that to her knowledge, the majority of the committee's charge should be met once the revisions and final draft is submitted. She announced that no future meetings have been scheduled, however, if there is a need to do so, members will be contacted.

Next meeting: There are none scheduled. Future meetings will be contingent upon notification of additional tasks to be completed by the committee.

Dr. Dalton-Russell expressed gratitude to everyone for their contributions and attendance. She commended everyone for their vital roles and extended accolades to members who were steadfast in their involvement throughout the process.

Recorder: Dr. Belinda a. Dalton-Russell, Chair, On-Line Degree Request for Institutional Change Committee.

Note: Number pages sent to Lynn Brauning at lbraunin@dacc.edu.

c: Dr. Alice M. Jacobs
Randy Fletcher
Dave L. Kietzmann
NCA On-Line Degree Change Request Self-Study Committee