

Danville Area Community College
HLC Self-Study Steering Committee Meeting
January 11, 2008
Bremer Center, 12:00 PM

- I. Members Present: Randy Fletcher, Dave Kietzmann, Dr. Alice Jacobs, Mary Coffman, Janet Redenbaugh, Wendy Brown, Stacy Ehmen, Penny McConnell, Jane Brown, Al Bello, Belinda Dalton-Russell, Eric Simonson, and Maggie Hoover. Absent were: Gail Morrison and Nancy Boesdorfer
- II. December 18, 2007 minutes were reviewed with no corrections.
- III. Sub Committee Reports
 - Teams met during the January In-service. The Steering Committee will focus on feedback during the writing process and continue to meet during the spring.
 - Wendy reported that the Criterion 5 team divided up the core components to work on and have completed component 1.
 - Al reported for Criterion 4 that they also need the advisory counsel survey results and are working on component 2.
 - Jane reported that Criterion 3 team is also working on all four components.
 - Janet reported the Criterion 2 team has 3 of the 4 components completed.
 - Penny reported Criterion 1 team is looking at the previous self study and expect the first three parts to be easy to complete.
 - Belinda reported that the Institutional Change team has the results of the state survey of 1000 online students. The team will meet as needed. Ryan Wycoff will be doing the writing.
 - Eric reported the Operational Indicators team had a very productive meeting and have a sample of the Institutional Snapshot from a college in Minnesota.
 - Maggie reported the Communications/Resource team will be redesigning the DACC institutional mission statement and distributing it across campus. Three new links have been added to the Web site.
- IV. Third Party Comment Requirement
 - A public statement will be sent to three local newspapers/newsletters for public review. A notice should appear 2-3 months prior. The Committee discussed the Third Party process and who to include.
- V. HLC Annual Meeting
 - Reminder of Annual Meeting, April 11-15. Hotel rooms have been reserved.
- VI. The Steering Committee will meet on the 2nd Thursday each month at 3:00 pm.
 - February 14, 2008.
 - March 20, 2008
 - April 17, 2008 (after HLC Annual Meeting)
 - May 8, 2008
- VII. Adjournment – 1:20 PM