

Danville Area Community College
HLC Self-Study Steering Committee Meeting
May 15, 2008
Bremer Conference Room 110, 3:00 PM

I. Members present: Randy Fletcher, Gail Morrison, Penny McConnell, Dr. Alice Jacobs, Jane Brown, Dave Kietzmann, Janet Redenbaugh, Wendy Brown, Maggie Hoover, and Nancy Boesdorfer. Absent were: Stacy Ehmen, Eric Simonson, Al Bello, and Belinda Dalton-Russell.

II. April 24, 2008 minutes were reviewed and accepted with the next meeting date changed.

III. Handout – Federal Compliance Mandate

Randy reviewed the guidelines for assembling and presenting federal compliance information for the commission evaluation teams. All this information will go in the appendix portion of the Self-Study draft. Gail will provide a summary under audit review. Maggie will supply the resource room with the items under section I,B. on page 3. Belinda will provide the campus crime summary for the last 10 years. For section III Public Disclosure, Dave explained that a student complaint is something in writing, signed, and submitted to a higher authority. Dave will follow up with Belinda on documentation needed.

IV. Self-Study Draft

Randy gave a brief update on the progress of one-on-one meetings with each criterion chair. Due to Mary Coffman's recent passing, a tentative replacement is being arranged for the self-study editor. A proper acknowledgement of Mary will be included in the final document.

V. Handout - DACC Technology Plan

Randy review the DACC Technology Plan developed by the CQI Technology Team. Discussion included the following comments:

- it should incorporate findings for identified needs
- have a section about online learning classes
- report on the things we have done so far in technology
- not put all expectations on focus groups in the development of online classes
- use a group of students who have taken a lot of online classes for a focus group
- have a planning matrix to show what online programs are ready to go along with a roll-out plan The AGS degree already has a lot of online classes.
- show what recommendations have been made and how they are being addressed
- indicate on the Technology Plan that it is a draft
- get estimate of cost to put in the appendix

VI. Handout – Example of Executive Summary from St. Ambrose Community College

Randy reviewed the St. Ambrose Executive Summary to use as a working document of strength and challenges for each criterion area. Dr. Jacobs recommended that simple challenges be fixed before the self-study goes public and to put in the narrative and end of each chapter how it has

been addressed. Jane gave examples of ongoing challenges such as student retention or equipment needs in technology. Dave commented that we are working on a stronger Web presence with Maggie's new position as Instructional Designer / Academic Web Technologist and that Success in College is an example of addressing student retention.

- VII. Next Meeting will be June 26th instead of the third Thursday due to the Illinois Board of Higher Education Regional meeting being held here on that date.
- VIII. Adjournment at 4:00 PM