

Danville Area Community College
HLC Self-Study Steering Committee Meeting
December 18, 2007
Laura Lee Room, 2:00 PM

- I. Members Present: Randy Fletcher, Mary Coffman, Janet Redenbaugh, Wendy Brown, Nancy Boesdorfer, Belinda Dalton-Russell, and Maggie Hoover. Absent were: Dave Kietzmann, Gail Morrison, Stacy Ehmen, Penny McConnell, Jane Brown, Al Bello, and Eric Simmonson.
- II. November 8, 2007 minutes were reviewed with no corrections.
- III. Old Business
 - Reminder that the narratives for the 1st draft will be due by February 1, 2008. The Detailed Table of Contents document will be prepared and reports inserted as they are submitted.
- IV. New Business
 - Institutional Snapshot Data
 - Randy recommended going back 5 years for trend data. There is concern that the 2007 fall student data may not be accurate and steps are being taken to help understand queries on the Colleague system to extract the correct data.
 - Annual Meeting – HLC
 - Reminder of Annual Meeting, April 11-14 and discussion on who will attend.
 - January In-Service
 - Criterion Teams will meet during the In-Service on Thursday, January 10 in the Bremer Conference Room and the Self-Study Steering Committee meet on Friday January 11 during lunch break in the Copper Penny room. The Teams will also meet at the end of the spring semester and again at the end of fall. During the fall meeting the teams will put together a fact sheet to include a list of 10 key things the campus needs to know for the onsite visit and points of interest that show what drives our mission statement.
 - Request for Institutional Change
 - Belinda reported that the electronic version of the online survey was completed and the team will now analyze the data.
 - Institutional Effectiveness Model – New Mission Statement
 - The Communications/Resource Team will lead this effort. The new mission statement will be posted for visual representation of institutional effectiveness on campus and the DACC Web page will also be transformed.
- V. Sub-Committee Reports – there were no reports
- VI. Next meeting during January In-service
- VII. Adjournment – 2:45 PM