

Danville Area Community College
HLC Self-Study Steering Committee Meeting
October 18, 2007
Laura Lee Room
3:00 PM

I. Members present: Randy Fletcher, Dave Kietzmann, Dr. Alice Jacobs, Janet Redenbaugh, Gail Morrison, Penny McConnell, Belinda Dalton-Russell, Carla Boyd, Maggie Hoover and Ryan Wycoff. Absent were: Mary Coffman, Stacy Ehmen, Al Bello, Wendy Brown, Jane Brown, Nancy Boesdorfer, and Eric Simonson. Guest: Dennis Miller, President of the Student Senate.

II. September 20, 2007 minutes were reviewed and approved with one change

III. Items of Business

A. Data Collection Projects

- Student Survey (October) – Dennis will work with the Student Senate to distribute the surveys in Lincoln Hall Student Union from 11 to 2:00 PM on Wednesday, October 31st. Janet will take care of distribution in the Mary Miller building. Suggestions were made to make a couple more changes to the survey before printing 400 copies.

Question 17 asks students what they would like to see offered online. Belinda reviewed the handout of a sample online survey. Two of the questions were problematic in that students could just check every answer. A suggestion was made to have the questions worded so that the answers could be in the order of importance or on a scale of 1 to 5. The responses will help in developing a planning chart to introduce more online classes into our programs and also help complete what the Change Request Team need for their report. Ryan will meet with Stacy in the next couple of weeks to get a list of online students as well as a group of students not taking online classes.

- External Constituents (August-November) – The DACC Mission Statement Survey was distributed October 4th at the part-time Faculty Academy and October 5th at the full-time Faculty/Staff In-Service. The results will be compiled in two separate reports. The College Accounting Advisory Board was surveyed October 18.

B. Review of Timeline

Subcommittees will be finishing their assignments by the end of the fall semester. Then the Steering Committee will begin looking at the findings and making recommendations. The first draft of sub-committee reports will be completed by February then edited for a final draft by April 13, 2008 to show the HLC liaison at a private meeting during the HLC Annual meeting. Summer 2008 will be spent writing and putting in final comments from the liaison and Steering Committee. Fall 2008 will start preparations for the site visit and final report given to the team members.

C. Detailed Table of Contents/Outline

Randy has a phone conference scheduled with our liaison, Dr. Appleson on Monday, October 22 to discuss in more detail the Table of Contents/Outline and remaining timeline.

D. Subcommittee Reports

- Gail reported the Follow-up Committee will meet next Friday, October 26. The team has most items in draft format to expand and brainstorm in their next meeting.
- Penny reported the Criterion 1 team met on October 9th. They have lots of new information from the employee surveys and writing should not be difficult.
- Belinda reported that the Change Request team is working on developing the online student survey. Once the survey is approved and information gathered, they will work to identify the results and put together a timeline.
- Maggie reported that the Communications/Resource team is in a holding pattern and putting information on the Web site.
- Carla reported the Criterion 4 team met on October 9th. The team is doing a lot of writing and data collecting which they have broken down to four separate areas.
- Janet reported the Criterion 2 Team met on October 15th. Their area is so broad that they are trying to focus on key areas so that the writing does not become too detailed. This has been difficult but they have the resources to include more if needed.
- Randy mentioned the Operational Indicators team has lost a lot of members possibly because of subcommittee work coming to an end. Gail was concerned the team is looking at the last two fiscal years for financial data but the current student data is dependent on the new Colleague system. Human Resources may need more faculty demographics.
- Janet expressed concern that the area preparing for future technology does not have enough data and we need to have the Tech Team to address this.

IV. Next Meetings – Dec. 20 at 3:00 PM in the Copper Penny room.

V. Adjournment at 3:50 PM