

Danville Area Community College
HLC Self-Study Steering Committee Meeting
September 20, 2007
Copper Penny Room
3:00 PM

- I. Members present: Randy Fletcher, Mary Coffman, Stacy Ehmen, Penny McConnell, Janet Redenbaugh, Jane Brown, Al Bello, and Maggie Hoover. Absent were: Dave Kietzmann, Gail Morrison, Wendy Brown, Nancy Boesdorfer, Eric Simonson, and Belinda Dalton-Russell. Guest: Dennis Miller, President of the Student Senate.
- II. August 30, 2007 minutes were reviewed and approved with 3 corrections.
- III. Items of Business

A. Data Collection Projects

- Student Survey (October) – After discussion on the Student Survey handout, the decision was made to distribute approximately 400 student surveys on Wednesday, October 31, 2007 in Lincoln Hall from 10:00 to 2:00 p.m. during the spirit week events. Dennis Miller will coordinate with the Student Senate to help with distribution. A candy treat will tie in with the Halloween theme. Stacy suggested doing the survey again the second week of November when spring registration begins. The survey style for circling answers was approved and several changes recommended for the questions. The data collected from the surveys will be compiled and results given out by the end of fall term.
- External Constituents (August-November) – The DACC Mission Statement Survey will be distributed October 4th at the part-time Faculty Academy and October 5th at the full-time Faculty/Staff In-Service. The College Advisory Boards and Foundation Board will also be surveyed in October. The results of these surveys should show if they know, understand, and support the Mission Statement. Question 4 which asks for key words/phrases/concepts to be included or conveyed by the statement will show evidence whether we need to work on changes to the statement.

B. Writing & Editing; Format & Style – Mary Coffman

After the teams finish writing the drafts they should expect changes to be made and will seem like it is being re-written. The narrative will be in paragraph form with tables and graphs to help break up long sections. Each subcomponent should be done by one writer. Do not use page numbering, tabs, justification, or any formatting, but do double space to make editing easier. Send electronically to Mary for editing and to post on the Web page.

C. Detailed Table of Contents/Outline

The Detailed Table of Contents/Outline was sent to our contact at the Higher Learning Commission but we have not received any feedback yet. Randy will email the final outline to the teams and Maggie to post on the Web page.

D. Subcommittee Reports

- Maggie had no report for the Communications/Resources Team.
- Jane reported the Criterion 3 sub-teams are writing their draft and putting it in the same terminology. The next team meeting will be October 17th at 3:00 pm. in the Laura Lee room.
- Penny reported the Criterion 1 team is using key words from Dave's notes of the Board of Trustee meetings. There will be a generic version of the Mission Statement Survey for the advisory councils by department/program of study. The next team meeting is October 9th at 2:30 pm. in the Laura Lee room.
- Stacy reported for Belinda on the Online Follow-up Survey for our current students and for putting in the Chamber of Commerce Newsletter or the Commercial News. The student senate will look at the survey as part of the focus group.
- Al had no report for the Criterion 4 Team.
- Janet reported the Criterion 2 Team is continuing to work on interpreting and adding examples of evidence to each Core Component. Dr. Jacobs provided the team with additional resources the College uses to gain information from external stakeholders, including attendance at area school board meetings, a survey from Marketing and College Relations used when she speaks to community groups, and a new initiative in area communities – Coffee and Conversation. The next team meeting will be October 15th at 1:00 pm. in the Laura Lee room.
- Randy reported on the handout of the results of the employee survey taken at the August In-service. 91 responded out of 155 full-time staff. The Chairs are to share copies with their teams.

IV. Next Meeting - October 18th at 3:00 p.m. in the Laura Lee room.

V. Adjournment at 4:10 p.m.