

Danville Area Community College
HLC Self-Study Steering Committee Meeting
April 24, 2008
Bremer Conference Room 141, 3:00 PM

- I. Members present: Randy Fletcher, Gail Morrison, Penny McConnell, Al Bello, Jane Brown, Dave Kietzmann, Janet Redenbaugh, Wendy Brown, Eric Simonson, Maggie Hoover, Belinda Dalton-Russell, Mary Coffman, and Nancy Boesdorfer. Absent was: Stacy Ehmen.
- II. April 3, 2008 minutes were reviewed with no changes.
- III. Update on the Self-Study Draft

Work on the draft is high priority. Randy will be meeting one-on-one with the criterion chairs to determine areas that need the most work and to help focus on a conclusion. A time schedule will be put together to meet for the next six week. They will look at strengths and challenges for the future, the four theme areas, and which ones are well organized. Also important is how it looks at a glance, readable, and short enough, 18-20 pages. The executive summary should be about 1 to 1 ½ pages long. Randy will contact St. Ambrose College to send us their sample.

Randy handed out a detailed listing of the five evaluators for our scheduled site visit. He noted the two persons who were knowledgeable and experienced in the process but that it is still early and these could change. Our liaison, Dr. Appleton, recommended we have at least three online programs in the planning and know which ones are ready to go.

Handout – Ozark Community College table of contents as a sample to see what we need to include and to use as a check off list if we need to add anything.
- IV. HLC Annual Meeting, April 11-15

Those who attended shared briefly on the workshops, pointing out the importance of being aware of any shortcomings and to be proactive with a voluntary system of accountability.
- V. WeaveOnline Handout – Assessment & Accreditation Platform

Randy reviewed the handout on WeaveOnline and how it connects with the criterion areas. There will be further information at a later date.
- VI. Next Meeting – May 15, 2008 at 3:00 in the Bremer Conference room 110.
- VII. Adjournment – 4:15 PM