

Danville Area Community College
HLC Self-Study Steering Committee Meeting

August 27, 2008

Laura Lee Room, 2:00 PM

- I. Members present: Dave Kietzmann, Gail Morrison, Penny McConnell, Dr. Alice Jacobs, Jane Brown, Janet Redenbaugh, Wendy Brown, Maggie Hoover, Nancy Boesdorfer, Al Bello, Eric Simonson, Glenda Boling, Ryan Wyckoff, and Laura Williams. Absent were: Stacy Ehmén and Belinda Dalton-Russell.

- II. Penny revisited Dr. Appleton's suggestion that we request permission for all online programs for blank approval and if we do not receive it now we could apply again in the future. Dave shared that the Self-Study Leadership Team is meeting every Tuesday at 8:30 AM and the Steering Committee will meet as long as needed until we reach the point where people can work as sub-teams or individually.

- III. Suggestions for next meeting's agenda:
 - updates on completed work
 - requests for information needed
 - utilize time working on the draft
 - share sources of information to avoid duplicating efforts
 - put references in an index or appendix
 - discuss what format to use for the institutional snapshot
 - decide where the institutional snapshot should be in the document

- IV. Janet reported that Criterion 2 has concerns to address regarding faculty workload, transfer rates, turnovers or reduction in support staff, and retirements or shifts in positions. Dave responded that these were planned and cost effective in order to add more programs. He will follow up with Becky in HR and share with Dr. Jacobs the requests for data.

Wendy handed out the HLC Report Timeline to review and the recommendations from Martha Kay regarding writing. Dr. Jacobs reported that she was in contact with the reader who suggested we send parts of the draft as we complete them and not wait to send it all at once. The draft will go to Martha Kay by October 15 with a final draft completed by December 1st.

- V. Work time on Criterion drafts.

- VI. Next meeting, Wednesday, September 10, 2-5:00 PM in the Laura Lee room.

- VII. Adjournment 4:30 pm.