

Danville Area Community College
HLC Self-Study Steering Committee Meeting

August 30, 2007

Copper Penny Room

3:00 PM

- I. Present were: Randy Fletcher, Eric Simonson, Gail Morrison, Penny McConnell, Janet Redenbaugh, Jane Brown, Al Bello, Nancy Boesdorfer, Mary Coffman, Maggie Hoover, and Dave Kietzmann. Absent were: Wendy Brown, Stacy Ehmen, and Belinda Dalton-Russell.
- II. Review of July 9, 2007 minutes and approved with three corrections.
- III. Items of Business
 - A. Data Collection Projects
 - The Staff/Employee Survey administered in August 2007 at the fall in-service is in the process of data entry and near completion. The next step will be to compile the data into a report.
 - The Student Survey will be administered in October 2007, possibly through the Student Senate and help of the presidential scholars. The date has not been set yet. A suggestion was made to use spirit week at the end of October when students gather in Lincoln Hall, but to avoid an incentive like a raffle or prize so students will not be tempted to fill out more than one survey. Since the students in Mary Miller or the Tech Center may not be as likely to come over, the presidential scholars could bring the survey to those buildings to distribute. Randy will meet with the Criterion team leaders to finalize the survey questions and determine an input question for Criterion 1.
 - The Student Focus Group (September/October) will not include all online students but a sample of about a dozen. This data will help in a comprehensive study to determine online development.
 - The External Constituents (August-November) will include the DACC Board of Directors, Foundation Board, and the Labor Management Council. Randy will meet with the Foundation Board in October and Board of Directors in the spring. Dave will go to the Vermilion Advantage Board in the winter. Randy will meet with Penny to select a faculty focus group for the October 5 in-service. Dave will ask the Labor Management Council their views on the college mission when they meet in November. Questions may include what the college's strengths are and what to focus on the next 3-5 years. A suggestion was made to also survey the college's advisory committees.

B. Review of handout for the Detailed Table of Contents/Outline.

- This will be used as an exercise for us to have a working document of how we will do ours. It will consist of 1) Criterion, 2) Core Components 3) Examples of Evidence and a detail of artifacts. Mary suggested we need a greater consistency in wording, see page 27 as an example. Some lines are incomplete and need to be in the same format for more readability. We will then go from detail to paragraph form. After editing, Mary will check with the teams to see if the wording is really what they meant.

C. Review of Timeline

- Randy reviewed the handout of the revised self-study timeline. The Steering Committee will need to monitor if we are receiving enough data.

D. Subcommittee Reports

- Penny reported that the Criterion 1 team will meet September 11. Penny will meet with Randy prior to that for input regarding the student survey.
- Janet reported that the Criterion 2 team will meet September 10 to go through the table of contents and get documents together. Dave volunteered to get advisory committee minutes and try to go back 5 years.
- Jane reported the Criterion 3 team will set a time to meet in September. The team is brainstorming evidence of data and looking at assessment.
- Al reported the Criterion 4 team will meet every 2nd & 4th Tuesday of the month. The team has subcommittees working on reports in outline form that Lori Garrett will finalize. Randy suggested the team focus on general education in their area.
- Nancy reported the Follow-up Committee will meet September 7. The team will have a first draft done by September 14 and are looking at developmental education data. Randy said the data is helpful but we need to see what action has been taken and stressed the importance of findings.
- Maggie reported that the website is up to date and the Communications & Resource Team is ready to begin collecting and assembling artifacts from all teams for inclusion in the Resource Room.
- Eric reported that the Operational Indicators team met during the in-service and will schedule a time with Gail to talk to the committee. Randy pointed out the team's responsibility to provide an institutional profile and we need specific data for two consecutive terms. The financial department has been using the new Colleague system a full year but the student services department just started full use with fall 2006.

IV.	Fall Meeting Dates:	September 20	Copper Penny Room
	(Thursdays at 3:00)	October 18	Laura Lee Room
		November 15	Copper Penny Room
		December 20	Copper Penny Room

V. Adjourned 3:45 PM