

**Danville Area Community College**  
**HLC Self-Study Steering Committee Meeting**

April 10, 2007

Laura Lee Room, 12:15 PM

- I. Members present: Randy Fletcher, Dave Kietzmann, Gail Morrison, Stacy Ehmen, Penny McConnell, Janet Redenbaugh, Jane Brown, Al Bello, Wendy Brown, Maggie Hoover, Belinda Dalton-Russell, and Lynn Brauningner. Absent were Eric Simonson, Nancy Boesdorfer, and Mary Coffman.
- II. March 3, 2007 minutes were reviewed and accepted without corrections
- III. Randy gave an overview of the agenda for those attending the annual HLC Meeting in Chicago, April 20-23 and asked that they let him know what workshops they would be interested in going to.
- IV. Sample of Campus Wide Survey was distributed. Getting organized this spring and plan to distribute in the fall. The Criterion 3 team is working on a draft to be finished next week. Stacy suggested offering the survey also by email.
- V. Assessment Reports (Academic/Non-Academic) will be due May 1st. These program and department-level reports will be a large portion of what we report in Criterion 3.
- VI. Items to submit to the commission will be put in a detailed table of contents. Gather what is specific to your area and structure by your component area. Let Randy know how you are collecting data. Forecast outcomes and give Randy a detailed report. The HLC needs updated every year to see where we are at. For more information go to the planning guide and refer to draft of table of contents. There will be a working session in May.
- VII. Criterion Team Reports

Penny reported that the Criterion 1 Team will meet next Tuesday. They will develop a sub-team to work on the survey and table of contents. Jane suggested using Success in College to survey students. Stacy said we could catch graduates on the exit survey.

Janet reported the Criterion 2 team has been gathering data and will get started putting it together. The results of the survey will be shared with all the teams.

Jane reported the Criterion 3 team met March 27. They are getting the core components sub-teams organized and making progress.

Al said the Criterion 4 team is to meet April 23 and will have that to share next meeting.

Wendy reported the Criterion 5 team has gone through the 1<sup>st</sup> two components and are working on the 3<sup>rd</sup>.

Maggie reported the Communications/Resource team is working on technical aspects and doing a lot of work by email. They do not have artifacts yet.

Belinda reported that the Change Request team is scheduling their next meeting. The team is sharing ideas about surveying the community to see if there is a desire for online courses but have not developed the survey yet or decided when to distribute it.

Gail suggested we need a plan for developing online programs. Randy said the sessions at the HLC Annual Meeting will help in making progress addressing issues.

VIII. Next meeting May 8, 2007 at 12:15 in the Laura Lee room.

IX. Adjournment 1:00