

Danville Area Community College
HLC Self-Study Steering Committee Meeting
January 10, 2007
Laura Lee Room – 12:15 to 1:30 PM

- I. Members present: Randy Fletcher, Dave Kietzmann, Dr. Alice Jacobs, Mary Coffman, Gail Morrison, Stacy Ehmen, Penny McConnell, Janet Redenbaugh, Jane Brown, Al Bello, Wendy Brown, Eric Simonson, Maggie Hoover, Belinda Dalton-Russell and Lynn Brauninger. Absent: Nancy Boesdorfer.
- II. Reviewed minutes of December 5, 2006 Steering Committee meeting. Motion was made by Mary Coffman to accept the minutes and seconded by Gail Morrison. Motion carried.
- III. Members need to see the importance of Meeting attendance which is also reflected in the minutes reviewed by the Higher Learning Commission. Randy recommended including new members and getting more participation.
- IV. Randy asked if there were any questions on concern areas or enough support. Wendy addressed the need for data. Randy suggested doing a larger survey of staff for indirect information campus wide. The best way to get direct information is to approach a department and just ask for exactly what is needed. Information from today's in-service will be on the web site. The HLC Self Study site will have a link to our assessment site.
- V. Reminder: copy Dr. Jacobs on all notices of committee meetings
- VI. Handout – Dates/times of HLC Annual meeting and program schedule, Saturday, April 21 to Tuesday, April 24, 2007. Members need to decide who is going and at what time. It would be helpful for a large portion of the Steering Committee to attend as many workshops as possible to learn all we can. Even though this is much needed, it may be costly. Randy suggested that the larger group attend Saturday workshops and return home later that day. Some of the core leaders could remain and bring back information to share. Randy will get the estimated costs to help in the decision. Registration must be in January.
- VII. Randy reviewed the revised timeline for the Self Study Plan and will update as needed.
- VIII. The Communications team is deciding on where to have the resource room and how much can be done electronically. In reference to the Rich Mountain Community College Self Study Report, one of the requirements is to also get input from outside sources. The Operational Indicators Committee, for example, is focused on data, but all teams are responsible for collecting and sharing data. Ask if you are not sure about direct measures.

IX. Committee Reports

Criterion 1 Team is setting up a meeting schedule and reviewing the Rich Mountain Self-Study sample before meeting again to look at the criterion.

Criterion 2 Team will be meeting the first Monday of the month. The team went through each component to address human resources and financial areas and will be looking at demographics at the next meeting. Sarah is working on state/national trends and putting results together to see how DACC is affected.

Criterion 3 Team has had a significant increase in members and will consider alternating times in order to meet. Assessment components from today's in-service will be helpful, along with specifics from the Rich Mountain Self-Study sample.

Criterion 4 Team is working on meeting times. Members were put on sub-teams for each core component.

Criterion 5 Team will meet on Tuesdays at 1:30 pm. The team is working on the first core component and has identified six questions.

Operational Indicators team will be meeting on Tuesdays at 3:00 pm. The team will be doing a pilot of the institutional snapshot.

Communications Team has new additions to view on the DACC Self-Study Web site.

Institutional Change Request Team will follow Dr. Appleton's recommendation to focus on all online program approvals. The team reviewed ICCB proposals for current programs and are looking at additional courses to offer online. They will also be looking at the occupational degree programs as well as the transfer degrees to streamline the approval process. January 29 is the next team meeting.

Follow-up Committee: Gail reported that the team went through each item of concern and divided them out.

Mary Coffman, Writer/Editor, said that if anyone had questions about the writing guidelines to feel free to ask her about them.

X. The Self-Study Steering Committee will continue to meet from 12:15 to 1:30 pm towards the first of the month, but need to decide what day of the week.

XI. Adjournment at 1:15 pm.