

Danville Area Community College
HLC Self-Study Steering Committee/Assessment & Institutional Effectiveness
July 9, 2007
Laura Lee Room
12:00 PM

- I. Present for the Self-Study Committee were: Randy Fletcher, Gail Morrison, Stacy Ehmen, Penny McConnell, Janet Redenbaugh, Jane Brown, Al Bello, Nancy Boesdorfer, Maggie Hoover. Absent were: Dave Kietzmann, Mary Coffman, Wendy Brown, Eric Simonson, and Belinda Dalton-Russell.

Present for the Assessment Committee were: Jane Brown, Brian Fink, Ted Gallagher, Greg Holden, Maurice Miller, Eric Rayburn, Alan Thompson, Randy Fletcher, Ruth Lindemann, Penny McConnell, Bruce Rape, and Janet Redenbaugh. Absent were: Glenda Boling, Sue Brown, Jeff Hutton, Connie Schroeder, Eric Simonson, Kathy Sturgeon, Belinda Dalton-Russell, Dave Kietzmann, and Tom Szott.

- II. Self-Study Committee minutes for June 5, 2007 were approved with no corrections. Assessment Committee minutes for May 30, 2007 were approved with no corrections.

- III. Self-Study Committee discussions:

A. Data Collection Projects

- Randy gave overview and timeline of handout on data collection projects.
- Need to check wording on Staff/Employee Survey to make sure it is understandable and anticipate responses.

B. Detailed Table of Contents/Outline

- Is an exercise to work through in the 5 criterion teams.
- Should be shared with the non-criterion self-study teams.

C. In-Service Activities

- Wednesday, August 15, time set aside for 2 ½ hours for Assessment Panel.
- Panel will use feedback from HLC Annual Conference for responses.
- Be careful not to lose the significance of self-assessment.
- There will not be time for teams to meet during the in-service and should schedule meetings toward the end of August.

D. Review of the Self-Study Timeline

- The resource room will be located in CH-122 then moved to VH-302 the day of the HLC site visit.
- There will not be a guest speaker this fall on budget/planning.

E. Subcommittee Reports

Jane reported the Criterion 3 team has a draft completed for the detailed table of contents and will finalized it in their meeting tomorrow. Penny had no report for Criterion 1. Nancy reported the Follow-up team has set

September 14 to have their first draft of the table of contents completed. Bruce reported the Criterion 5 team met in June and decided to also meet in small groups. Janet reported the Criterion 2 team is also meeting in small groups to brainstorm each core component. For Communications, Maggie noted there is a web link to the newsletter on the DACC Self-Study site.

VI. Assessment/Institutional Effectiveness discussions

A. Assessment Calendar.

- Randy reviewed the 2 year assessment timeline.
- General education assessment can also focus on other areas

B. Program/Department Assessment Plans/Reports

- Reviewed handout of Programs of Study showing reports completed.

C. In-Service Activities

- 85 flash drives ordered will have loaded on all the reporting templates, best practices, the timeline calendar, and other resources. They will also be department specific.

VII. Adjournment at 1:00 pm.

Next meetings at fall in-service.