

Danville Area Community College
HLC Self-Study Steering Committee Meeting

June 5, 2007

Laura Lee Room, 12:15 PM

I. Members present: Randy Fletcher, Dave Kietzmann, Gail Morrison, Stacy Ehmen, Penny McConnell, Janet Redenbaugh, Nancy Boesdorfer, and Maggie Hoover. Absent: Jane Brown, Al Bello, Wendy Brown, Eric Simonson, Belinda Dalton-Russell.

II. May 8, 2007 minutes were reviewed and accepted without corrections.

III. Committee Reports

Janet reported the Criterion Two Team met last week and had a work session covering their three areas and have distributed work on the outline. They also had a report from Kristen Dallavis on the Strategic Plan.

The Follow Up Team is developing strategies on how best to respond to recommendations and making sure they have the information they need without duplication.

IV. Discussion on Campus Wide Survey

- Internal employee survey at the fall in-service
- Survey students – do they have a need for online programs
- Survey online students to see what they would be interested in
- Survey students at semester opening session
- How to get external data and who to survey
- Survey stakeholders, focus groups
- Check with Vermilion Advantage for information
- Look for mutual sources, school principals
- How to survey general population in the area
- Local fairs, use raffle or drawing for an incentive

Dave commented that the CCSSE data would be useful for questions on instruction but would not have information about the offices that provide services. Gail suggested that it may become harder to evaluate the business office as more students use online payment. Comprehensive needs analysis should include staff, general student population, online students, and focus groups. The study should start with staff and students in August then others throughout the semester and also include the CCSSE data. Randy and Stacy will spearhead the application development and find models for examples to use.

- VI. Teams are working on a detailed outline/table of contents due the middle of June as they work through their challenge areas.
- VII. Dr. Jacobs will lead a panel to address assessment at the fall in-service along with Randy, Gail, and Nancy.
- VIII. Next meeting – Monday, July 9 at 12:00 PM in the Laura Lee room
- IX. Adjournment 1:00 PM