

Danville Area Community College
HLC Self-Study Steering Committee Meeting

March 6, 2007

Laura Lee Room, 12:15 PM

- I. Members present: Randy Fletcher, Dave Kietzmann, Mary Coffman, Gail Morrison, Stacy Ehmen, Penny McConnell, Janet Redenbaugh, Jane Brown, Al Bello, Belinda Dalton-Russell, Ryan Stone, and Lynn Brauning. Absent were: Wendy Brown, Nancy Boesdorfer, Eric Simonson, and Maggie Hoover.
- II. February Self-Study Steering Committee meeting was canceled due to college closing during blizzard conditions.
- III. The Higher Learning Commission Annual Meeting in Chicago is Friday, April 20 to Tuesday, April 24. Registration deadline is March 23 to receive the early discount. Email Randy if you plan to attend.
- IV. Be prepared at the next Steering Committee meeting to provide feedback on what to include in a campus wide survey of faculty/staff and a separate survey for students. These will be used to measure satisfaction, awareness, etc. and identify needs. The surveys will be developed over the next few months and administered in the fall.
- V. The Self-Study teams need to communicate and avoid duplicating efforts. Members were reminder to copy Dr. Jacobs on meeting times. The date for our Self Study Review is April 27, 2009. Documentation is due 6-8 weeks prior to the end of fall 2008.
- VI. Committee Reports

Penny reported that the Criterion 1 Team worked on their core components and are learning more on what not to do from the Rich Mountain & Paradise Valley sample reports.

Janet reported that the Criterion 2 Team focused on local, state, national demographics and economic trends that would affect our college. But census data was too out of date.

Jane reported that the Criterion 3 Team had to cancel their meeting but will get back on track and also look at core components and establish sub-teams.

Al reported that the Criterion 4 Team has identified their sub-teams to focus on the four core components. The format we are to use is 12 point Times New Roman font with one inch margins.

Belinda reported that the Institutional Change Team looked at the approval process for online courses and changed their focus toward keeping local control.

Stacy reported for Nancy that the Follow-up Team has assigned tasks to members.
Dr. Jacobs attended their last meeting and offered suggestions.

VII. Adjournment – 1:00 pm.

Next meeting April 10, 2007 at 12:15 in the Laura Lee room.