

Danville Area Community College
HLC Self-Study Steering Committee Meeting

May 8, 2007

Laura Lee Room, 12:15 PM

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

Guest: Dr. Alice Jacobs

- II. April 10, 2007 minutes were reviewed and accepted without corrections.
- III. The following members attended the Higher Learning Commission's Annual Meeting in Chicago, April 20-23; Randy Fletcher, Dr. Jacobs, Janet Redenbaugh, Jane Brown, Belinda Dalton-Russell, Penny McConnell, and Kristen Dallavis. Randy reported that the sessions covered information on the overall putting together of the self-study report, data collection, and keeping sub-committees active and contributing. Sub-committees should identify what data needs collected and focus on the end product. The teams also need to decide where the resource room should be, how to catalog information, get electronic artifacts, and plan for the final visit in 2009. Jane said the sessions seemed to focus more on criterion 3 and 4. Janet added that we need to address student learning. The Steering Committee should determine how we can be more engaged in decisions on the self study, stay on the timeline, and steer the process as a group. A suggestion was made to begin every meeting with at least one aspect such as writing standards or what point of view to use and then vote on it.
- IV. Discussion on Detailed Table of Contents
- Look at each core component by following the example or developing our own
 - Is like an outline of progress
 - Can always be changed and adjusted
 - Look at in teams then as a group
 - Helps guide us in the direction we are going
 - Need completed by the middle of June
 - Handout from chapter 3 on the five criteria defined
- V. Discussion on Campus Wide Survey
- Will be administered this fall, 2007
 - Teams should have questions ready by next meeting
 - Survey online may not bring a good response
 - Suggestion to administer the survey in the form of a scantron
 - How will it be measurable, is there really a need
 - Look at percentage of the district and student population
 - What the set number of surveys would be
 - Must also consider the cost

- Be able to show that we have the capacity to decide
- Principals, counselors, advisory committees look at support and resources

VI. Timeline Review

Randy went through each item listed and discussed the changes. The tasks in the spring of phase 2 have been accomplished except for submitting the detailed table of contents to the HLC liaison will change to this summer and the draft introduction and response to previous concerns will be in the fall. The liaison recommended keeping the momentum going and focusing on one area at a time to think about. The strategic plan process will be launched at the October 5th all campus in-service. There will also need to be a block of time for Assessment. Dave suggested a panel with Dr. Jacobs and those who attended the HLC Annual Meeting. Randy will make changes and have an updated timeline to distribute.

VII. Committee Reports

There were no reports due to time restraints.

VIII. Next Meeting is June 5 in the Laura Lee room at 12:15-1:15 PM

IX. Adjourned at 1:25 PM