DACC NCA-HLC Self Study
Criterion 3: Student learning and effective teaching
Committee Meeting Minutes
October 10, 2006 2:30 p.m.
TC Conference Room

Present: Jeff Hutton, Maurice Miller, Shelby May, Lori Jones, Margie Arlington, Becky Osborne
Absent: Tim Bunton, Cathy Bolser, Brian Fink, Ben Jun, Ted Gallagher, Tom Szott

Guests/Resource Persons: None
Introductions: Jeff opened meeting

Agenda/Objectives: Compile Material and begin evaluation

Core Component:
Discussion Summary: Based on Steering Committee Meeting: Steering Committee will develop template that will be used for each chapter. Style should be consistent to all chapters.

1.) Team C3 will create own evaluation forms if necessary to collect needed data for analysis.

2.) Focus on institutional effectiveness; good and bad. If not what committee is looking for, propose changes to forms or create own.

3.) Professional development discussed: Need to assess
   a. what is offered to employees
   b. what funds are available
   c. who has access to funds

4.) Propose recommendations as to what is in best interest of the school

Data:
   1) Criteria for Accreditation and operational indicators handout
   2) Progress report for June 2002
   3) Example of Narrative

Assignments:
Becky: Check websites for self-study information and what data is available
Lori: Submit request for information to Randy Fletcher for assessment materials currently used to begin data collection.

Final Draft: Due October 2008

Resource: www.ncahlc.org website

Next Meeting: October 24, 2006 / 2:30 p.m. TC Conference Room
Consult evaluator from City College of Chicago to critique our chapter as we create it.

Next Meeting:

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