Higher Learning Commission  
Follow Up Committee  

Meeting Date: December 8, 2006  

In attendance: Nancy Boesdorfer, Jeff Rush, Cindy Parr-Barrett, Randy Fletcher, Stacy Ehmen, Gail Morrison.  

New Documents presented to the group:  
Self-Study Plan Fall 2006  
DACC Technology Plan  
Chapter 2 the Self-Study Process  

Nancy updated Gail and Stacy re: the documents in their notebooks and brought them up to date on our progress so far.  

Randy advised that the Self-Study Plan is a time line of our progress. He advises that our team is the first that should have their response available to send to Mary Coffman for editing. He wants us to begin drafting a response to our 8 major concerns by Fall 08. He advised that we remember to identify “when” each concern was generated. His recommended timeline is to have a Draft due by Spring 07, with our completed response due Fall 07.  

#2 was addressed in 2002 report so we should refer to the initial Plan. Most things in the plan have been implemented.  

#3 He recommends having a joint meeting with Assessment (headed by Jane Brown) for Criteria #3. Randy will provide copies of his assessment plans submitted to the board. We need to determine how you use data in your division to make decisions. All programs/departments have to have an assessment plan in place and recorded.  

#4 Enrollment has peaked since then. Academic affairs is working on Retention issues. Some highlights are:  
• Marketing plan  
• Restructuring of Corp. and Community Education  
Review the Strategic Plan for enrollment updates. Look at all Strategic Plans and highlight any that focus on enrollment  

#5 Dave K. is championing this effort. Developmental Department is now part of the Academic side of DACC.  

Gail explained that “Cost Center” is our budget process. Gail has met with Dave and Jeff in regards to our Tech Plan. She is requesting a 3 step process.  
1. What do we need  
2. What FY will it be completed  
3. What is the FY estimated cost.
Also, we have a cost center for Alternative Delivery which includes Maggie Hoover’s salary and benefits, Faculty and Staff salary for developing online courses. Discussion was to assign a % of Jeff Williams and Naomi Yonke salaries to this cost center due to the work they do for online support/instruction. For 07, the Web CT will be moved to the online cost center.

Future Assignments:
When we meet for 45 minutes at Staff In-service, we will make assignments.

Meeting adjourned at 1:30
Next scheduled meeting: January 10, 2007 11:45