



Meeting Notes

HLC – Steering Committee Meeting

DATE: Friday, April 13, 2012 TIME: 1 – 2:30 PM

Members:

Tony Kinkel	Beth Buchholz	Pam Doyle
Sheree Utash	Denise Pfeifer	Leslie Berryhill
Doug Brantner	Trish Schmidt	Linda Grossman
Joe Ontjes	David Young	Justin Pfeifer
Jim Fly	Herman Broodryk	Jan Wilson
Randy Roebuck	Laura Barker	Pat Plank
Scott Lucas	Todd Kelley	Colin Gallagher
Kent Irick	Dawn Brown	Judy Mount
Michael Edwards		

Meeting Objectives/Agenda

1. **Identify Assumed Practices GAP (PP)**
2. **Data ,Evidence Document Report Form**
3. **Communications Committee**
4. **Work Plan due May 7th (next meeting)**

Meeting Agreements

Who	What	By When
Doug	Send financial progress report to co-chairs and place on intranet	

Discussion:

Judy Mount and Mike Edwards were introduced to the group as part of Criterion 2. The purpose of the meeting was stated as to identify assumed practices with the various groups to identify any potential issues that may need to be rectified.

Sheree submitted for three potential visit dates for 2014: 2/24; 3/3; or 4/7. The group will be apprised when the date is set.

-Criterion 1 has met and is in process with current mission. Dr. Kinkel stated the mission will remain unchanged throughout the accreditation process. Trish stated the importance of the terminology among the group; criteria vs. criterion, core components, etc.

Todd presented assumed practices for Criterion 2. Scott emphasized the need for focusing on ethics and integrity within the assumed practices. Sheree will meet with Judy, Mike, and Todd on catching up with the process. Todd relayed concerns over student freedom of expression.

-Criterion 3 divided subgroups into core components. Each co-chair will be on one of the five subgroups.

-15 of final 30 hours for associate degree needs to come from the institution; Sheree stated this will come as a policy when academics reviews and revises policies. With regard to this transferability, this is a Student Services-related policy that will be developed.

-Criterion 4 co-chairs met along with team and reviewed criterion and its core components. Do we use the data we collect for program review, and how? Jim's team would like to regroup with Scott to ensure how we're using the data we collect. Have we identified every program that has a license/certification? Scott has this info. Scott advised the group that it's best to be heading in the right direction for the core components and subcomponents. Program assessment and Gen Ed assessment needs works in aligning toward HLC standards to appropriately reflect what we do. Dr. Kinkel mentioned the increase of standardized tests and this may be the necessity to increase the assessment standards per HLC. Scott stated Gen Eds are standardized and programs have an assessment process that can be refined.

-Criterion 5 met and agreed on writers for the outline and have begun the work. Colin asked how they view areas where the information is redundant or has overlap within the outlines among various criteria. Scott advised that each group writes to what applies to their area, even if it means requesting the same evidence from someone more than once.

Sheree showed resources on the intranet for housing evidence and documentation. A form that other institutions use is available to us and can be used as guidance for components. All documents and minutes for each team needs to be housed on the intranet in the appropriate team folder. Outlines are due May 7.

Communications Committee will need to be created for keeping the HLC obligation in front of personnel at the College.

Next Meeting

Friday May 4th, 1:00pm, President's Conference Room