



Meeting Notes

HLC – Steering Committee Meeting

DATE: Friday, May 4, 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. Tokens System
2. Criterion 2 Update
3. Assumed Practices not in place (Check List) PP Slide
4. Outline Updates/Questions
5. Next Steps
6. Work Plan due May 7th
7. Next Meeting June 18th

Meeting Agreements

Who	What	By When

Discussion:

Token system for participation was introduced. Co-chairs will report who participated within groups for eligibility on \$25 tokens and a voucher system will be used.

Criterion 2 update on assumed practice concerns:

-Mission, vision, values not readily available – thoughts to printing on backside of ID badges, adding to student portal.

-Full list of instructors and academic credentials, could be website list, Scott stated it can be placed in the rear section of the catalog. Adjunct instructors should be included.

-Ethics policy regarding conflict of interest, nepotism - no direct policy that reflects nepotism, conflict of interest, and recruitment. Policies are embedded within others but these will need specific policies.

-Governing board has the authority to approve annual budget, to engage and dismiss CEO, in bylaws and in progress to be placed on the intranet.

-Documents/agreements with outsourced services: the College takes responsibility on ethics of contractual partners who do work on our behalf and these documents must be available.

Language reads for partners who do work on our behalf, not for providers for whom we do work. Documents are not currently in a centralized location, and needs a repository on the intranet for these docs.

- Add HLC information to all site pages, including the bottom.
- Makes clear the distinction between regional and specialized or program accreditation and the relationships between. Program pages should contain this info; some have it, some don't. Certifications not included, only what's considered licensure.

The group reviewed a spreadsheet which outlines "red flags" for assumed practices to ensure all items are covered. Deadline of August 1, 2012 was set so the group can focus on core components.

Outlines: Authors will submit outlines in their full versions, the group will review them and then the co-chairs will meet with Sheree, Scott, Beth, and Denise to review them. The group should place outlines in the intranet folders. Outlines should be there Monday, May 7. If items are out of date or obsolete, or awaiting information from another party, flag it as such within the outline. Scott stated these items will need to be addressed by the next deadline. Shane will schedule co-chairs to meet with Scott, Sheree, Beth between 5/4 – 6/8.

The expanded outlines deadline was moved to July 9, 2012.

Doug reported HLC accepted the recent financial report sent to them – approval letter is going to the intranet.

Trish asked the group to follow-up and ensure the intranet site's content is up-to-date on all items (syllabi, etc.) and let her know if things are missing. EVERYTHING should go there, and over the last few years the intranet has become a wealth of the information we will need.

Sheree presented the action items timeline from Shirley. Sheree will update this document and bring it to the next meeting to address lacking items.

Strategic plan update with Randy, Sheree. Items within current plan needs updated.

Next Meeting

June 8, 2012