

Minutes for HLC Criterion #1 Meeting #2

Date of meeting: November 21, 2007, 2:00, Boren 100

Attendees: Steve Bolin, Kelly D. Kirk, Fred H. Bunyan and Travis Qualls

Absent: Mona Griffin Jeff Shaffer, Larry Smith, Cynthia Yerby, Karen Romine, Ashley Greene, Carmen Notaro, Russell Beene, and Braden Brown

Agenda

1. review and acceptance of minutes from meeting #1
2. Discussion of the "Mission Documents"

A discussion was undertaken on what is a "Mission Document." After much discussion a motion was made, seconded and adopted that the Criterion #1 committee would only use the Seminole State College Mission Statement as the "Mission Document." This was accepted as the Mission Statement is the only official Board and Oklahoma State Regents accepted document that relates to the Mission of Seminole State College.

There was a discussion of four other "Mission Statements" found in use in some, but not all, of the colleges documents. Nursing and MLT have mission statements. Travis volunteered to check and see if those documents, both statements are part of their accreditation papers, are a requirement for their individual accreditation process. Student Services and Financial Aid have a "Mission Statement" and Travis again volunteered to check and see if these statements are required since federal monies are involved or why such a statement is included in their areas. It may be a future request that these "Mission Statements" be retitled as they are not part of the official Mission Statement of the college.

It was also noted that all syllabi have the Mission Statement on them. This is part of the assessment format that is part of the college procedures for classes.

3. Attendees then worked on forming the outline for the writers. There was a consensus on the approach to use for the process of writing the outline. Fred, Travis, Steve and Kelly then worked on Criterion One, Core Component 1C—Fred's component. It was then decided that this approach would be used in the next meeting, December 12th to write the remaining Core Components.
4. Due to the "examples of evidence" outline, it was noted that various administration and Board members need to be contacted for information or quotes to be used in the writing of Criterion #1. Travis will check on the process that committee members need to use to obtain this knowledge.

Adjournment 1:30—next meeting December 12th, 2:00 Boren