

SSC Self Study-Criterion Five: Engagement and Service Sub-committee
Organizing Meeting
June 20th, 2007
EKHC
MINUTES

I. Call to Order: The meeting was called to order at 1010 by committee Co-Chairperson Tracy Jacomo. Those in attendance included: Pam Koenig, Brenda Cates, Tracey Jacomo and Valarie Watts.

II. Discussion: We discussed making a time line for meetings and things to be accomplished that coincides with the colleges' timeline. We discussed the need for an agenda and minutes for each meeting. V. Watts agreed to take on that duty. P. Koenig agreed to make a mock guideline for us to follow to help keep the committee on track. We talked about the possibility of posting our findings on one web site, like a WebCT place. No decisions on how to do this were formulated; however a place to post info will be investigated. We will be looking at criterion 5 and its core components to determine how we think we meet them and determine where the evidence can be gathered. We decided not to collect all of the paper trail, but rather document where it can be found. We decided to each look at the components and think about where we have seen these things taking place and begin gathering data there, we especially want to look at those things that we have initiated since 2000. We will also begin turning to those faculty members that are providing service learning within their classrooms to gather more data. We talked about if we were unable to find evidence for any given component, discussing how we could incorporate for the future. We are also going to look at 5.2 to see what we can have other committee members do. We also agreed to look at chapter 3 "The Criteria for Accreditation" to see how this task can be accomplished and get a better feel of how we need to approach this task. P. Koenig handed out materials for the leadership of this committee to look at to get a feel for the verbiage and commission statements. Also included in this handout were examples from other successful colleges. Tracy agreed to check these out and link up what she could.

III. Rewards and Recognition: Some of the same strategies that we think would help with recruitment will also belong in this category.

- Certificates.
- Graduate with honors, get a tassel.
- Newspaper coverage.
- Special recognition at meetings or dinners.
- Recognition on transcripts.
- Monetary rewards for instructors and possibly money for needs during the community project.

V. Other business: We decided to just continue looking at the materials and meet with our committee once classes started back.

VI. Adjournment: The meeting was adjourned at 1119.