

Higher Learning Commission
of the North Central Association of Schools and Colleges

Self Study Steering Committee Minutes

February 19, 2008

PRESENT: Pam Koenig, Jessica Isaacs, Dave Helseth, Jeff Cox, Paula Rutledge, Nina Kirk, Marta Osby, Rusty Beene, Dr. Rebecca Kennedy, Yashanda Scruggs, Lana Reynolds

ABSENT: Tracy Jacomo, Patricia Cokeley, Rita Story-Schell, Larry Vickers, Kathy Hoover, Tina Jones, Dianna O'Connell, Justin Huff, Jim Coleman, Cynthia Yerby

GUESTS: Carol Hartman (*for Tracy Jacomo*); Dawna Hamm (*for Rita Story-Schell*); Beverly Williams (*for Dianna O'Connell*)

I. CALL TO ORDER

Pam Koenig called the meeting to order

II. MINUTES

Marta Osby moved to approve the minutes from 11-13-07; Yashanda Scruggs seconded; motion carried.

III. UPDATES

A. Marketing and Communication Subcommittee will kick off their promotional campaign February 21 during homecoming. Steering Committee members were urged to attend.

B. Steering Committee were shown the new design and links, and urged to investigate the website at www.sscok.edu/HLC.htm

C. All Criterion Teams and the Federal Compliance Team delivered first round of submissions. Eight individuals who attended Assessment Workshop in Chicago conducted initial review. Koenig is finalizing typed comments for re-submission to committee chairs.

IV. NEW BUSINESS

A. Lana Reynolds moved to accept the revised timeline; Marta Osby seconded; motion carried.

B. Koenig announced that the recent trend concerning resource rooms is that they are primarily virtual. The Documents and Technology team has been charged with developing a Virtual Resource Room for the Self-Study. They will coordinate with Teresa Norman and Jessica Isaacs regarding publication on the website and within the report, respectively.

C. Koenig shared information from the February 6-8 HLC Assessment Workshop. Specifically, that staff urged those conducting self-studies to examine their institution's human, physical, fiscal, and technological resources as they pertain to the five criterion. Institutions should also demonstrate the following: how do we know what we know; are

we doing what we say we are doing; how do we evaluate what we do; and how do we plan for the future.

Dr. Kennedy communicated that the HLC staff at the workshop view SSC's assessment program as very well-designed and well-implemented. Our next step will be to take assessment of general education to the next level, and more thoroughly involve all faculty in the analysis of general education. Also, we will devise a plan to better tie assessment to budgeting and planning.

D. SSC will send several individuals to the HLC Annual Meeting in April, some on whom will also attend the pre-conference workshop designed for those engaged in their self-study.

V. There was no other business offered.

VI. The Steering Committee will meet March 10 at 3:00 if necessary; and April 29 at 3:00.