

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

Self Study Steering Committee Minutes

March 10, 2008

PRESENT: Pam Koenig, Jessica Isaacs, Dave Helseth, Jeff Cox, Paula Rutledge, Tracy Jacomo, Nina Kirk, Patricia Cokeley, Marta Osby, Dr. Rebecca Kennedy, Yashanda Scruggs, Katherine Benton, Jack Whisennand

ABSENT: Rita Story-Schell, Larry Vickers, Kathy Hoover, Tina Jones, Dianna O'Connell, Justin Huff, Jim Coleman, Cynthia Yerby, Rusty Beene, Lana Reynolds

GUESTS: Marie Dawson

I. CALL TO ORDER

Pam Koenig called the meeting to order

II. MINUTES

Nina Kirk moved to approve the minutes from 03-10-08; Jeff Cox seconded; motion carried.

III. UPDATES

A. Marketing and Communication Subcommittee offered their draft timeline of planned events through the Self-Study process. Activities conducted to date, or planned:

- February homecoming kick-off with website displayed, free candy bars with HLC data on wrapper, and prizes including baskets from the bookstore and cash.
- Website promotion – link on SSC homepage; published in *Collegian*; cited in other publications; include faculty and students so they will want to visit the website.
- Plan to use the *Collegian* instead of a separate newsletter as informational vehicle; have already highlighted work of two Criterion teams.
- Utilizing the candy theme and Guardian theme throughout the campaign.
- Develop Speakers Bureau to visit with civic groups and others
- Solicit stories from internal and external constituencies about what SSC is doing/has done for them, for inclusion on the website.
- Overall goal is to communicate with the community, the student body, and the faculty as to the Self-Study process.

B. Tracy Jacomo, Co-Chair of Criterion Five, delivered an update on their team's process. They are attempting to work to the strengths of their leaders and members; have divided into small work groups to brainstorm evidence; have met after initial submission feedback; and are participating in data gathering according to the knowledge from their own areas; and trying to do so in a fashion to make Jessica's job (as writer) easier.

C. Virtual Resource Room – The Documents and Technology Team and the Self-Study Chair are waiting to attend the HLC Annual Meeting in Chicago before determining how to organize the Virtual Resource Room. Until then, teams are

encouraged to provide to Koenig electronic copies of supporting documents, along with an inventory of said documents, and to inventory and provide copies of documents that will require pdf conversion.

IV. NEW BUSINESS

A. Plan for HLC Annual Meeting – Attendees and their respective tasks were announced.

V. OTHER BUSINESS

In responding to questions about planning documents, Dr. Kennedy clarified that Information Technology data was commingled within general planning documents, particularly the Academic Plan. Dr. Kennedy also stated that conversations with HLC staff indicate that the HLC is de-emphasizing the use of the term “feedback loops” and is instead wanting to know how the results of assessments impact student learning and in the process re-emphasizing the whole purpose of assessment.

VI. The Steering Committee will meet May 6 at 3:00 in Haney 122.