

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

Self Study Steering Committee Minutes - Draft

May 6, 2008

PRESENT: Pam Koenig, Jessica Isaacs, Dave Helseth, Jeff Cox, Paula Rutledge, Nina Kirk, Patricia Cokeley, Rita Story-Schell, Marta Osby, Dianna O’Connell, Dr. Rebecca Kennedy, Yashanda Scruggs, Lana Reynolds, Brad Walck

ABSENT: Tracy Jacomo, Larry Vickers, Kathy Hoover, Tina Jones, Justin Huff, Jim Coleman, Cynthia Yerby, Rusty Beene

GUESTS: Diana Lynd (*for Tracy Jacomo*); Valarie Watts, Donna Chambers, Mary Ann Hill, Steve Bolin, Fred Bunyan, Lori Eberhart

I. CALL TO ORDER

Pam Koenig called the meeting to order at 3:08

II. MINUTES

Marta Osby moved to approve the minutes from 3-10-08; Dianna O’Connell seconded; motion carried.

III. UPDATES

A. Chair Koenig reminded those in attendance of some of the roles of the Steering Committee Chair, including: be educated in the ways so achieve a *successful* Self-Study and share that knowledge with others; help coordinate the activities of the data-gathering teams in such a manner as to attempt to assure a successful Self-Study; act as facilitator for the data gathering teams as needed; educate data-gathering teams as to the necessary format to help the Writer achieve a seamless transition from reported data to Report narrative; and keep the President and the Board of Regents Informed of Progress. Koenig also reminded the members of the three years’ preparation for the Self-Study process, as well as the need for data-gathering teams to submit team reports in a timely manner so the Board Report can be produced.

B. Criterion Team Four Co-Chairs Donna Chambers and Dianna O’Connell offered a presentation of their team’s work as a data-gathering team. They demonstrated their Examples of Evidence numbering system, which is now being adopted as the standard. They shared the chart the team devised to brainstorm and assign Examples of Evidence to various team members. Keeping their team meetings to one hour in length, they had near 100% participation, as evidenced in the “Verification” section of their submissions. Their team tackled the job with humor and a spirit of cooperation. Koenig lauded them for their efforts and expressed appreciation for their positive attitudes.

C. Koenig offered a [PowerPoint presentation](#) to the members (Note: Click the link to see presentation), the broad topics of which included: Examples of Evidence Numbering System; categories and examples of mission, planning, statistics, and miscellaneous documents; data categories

related to the 2000 Response Team's work; resources to investigate; the virtual resource room; consistent use of several terms throughout the report; and information from and about the HLC, including the new liaison's data and HLC staff suggestions concerning the report and process. Koenig also acknowledged that the process is behind schedule and discussed a possible adjustment to the timeline.

As a result of discussion during the PowerPoint presentation, the committee members added several items under Mission Documents; Planning Documents; Institutional Statistics; External Constituencies; Partnership Groups; SSC Supporters; Diversity; and Co-Curricular. Those items are attached to and a part of these Minutes. (Not for electronic copy – changes have been incorporated into the PowerPoint.)

IV. NEW BUSINESS

A. Criterion Team Submissions (round two), with Comments and Suggestions, were distributed to those present.

B. It was announced that the 2008-2009 meeting days would be alternated between Mondays and Tuesdays, TBA.

V. OTHER BUSINESS

A. Koenig thanked Dr. Rebecca Kennedy, retiring as Vice President for Academic Affairs, for her contributions to the Self-Study planning and execution.

VI. The meeting was adjourned at 4:20.