



---

# **SSC Self-Study Steering Committee May 6, 2008**

## **Report Assistance and Clarification**



# Examples of Evidence Wording and Numbering System

---

Within submission, use exact HLC wording for Examples of Evidence. Number according to Core Component and appearance. Eg: (Criterion 1, Core Component C)

- The board, administration, faculty, staff, and students understand and support the organization's mission. (1c-1)
- The organization's strategic decisions are mission-driven. (1c-2)
- The organization's planning and budgeting priorities flow from and support the mission. (1c-3)
- The goals of the administrative and academic subunits of the organization are congruent with the organization's mission. (1c-4)
- The organization's internal constituencies articulate the mission in a consistent manner. (1c-5)



# Mission Documents

---

- **Mission Statement**
- **Function**
- **Institutional Beliefs & Commitments**
- **Vision**
- **Others by sub-unit?**

**Source: [www.sscok.edu](http://www.sscok.edu)**



# **Mission Documents** Addendum from Meeting

---

- **Other mission documents:  
Nursing/MLT philosophy; financial aid services; child development; COP; SSC Foundation; Faculty Senate; Professional Staff, Classified Staff; the student groups; SGA; Business & Industry**



# Planning Documents

---

## **“Strategic Plan”**

- **Three-Year Plan**
- **Academic Plan**
- **What else?**



# **Planning Documents** Addendum from meeting

---

## **Other Planning Documents:**

- **Capitol master plan; program evaluation plan; child development program plan**



# Three-Year Plan

---

- **Description**: Our major planning document, “rolling plan”
- **Overview**: Major institutional goals and objectives; departmental and institution-wide goals and objectives
- **Categories**: General Administration and Institutional Support; Academic Affairs; Student Affairs; Physical Plant; Fiscal Affairs



# Institutional Academic Plan

---

- Prepared for the OSRHE, demonstrates priorities and aspirations; offers current issues and *plans for the future*
- Includes: Reference to Three-Year Plan; Acad. Affairs Goals – Currently 10-year Accreditation, Professional Development, Insure highest academic standards, Develop up-to-date and sound academic programs, Foster educational partnerships/collaborations



# **Institutional Academic Plan**

---

- **Current Plan also includes:  
Technology for classroom, faculty & curriculum development, and Student Support Services. Academic collaborations, partnerships. Course redesign; academic program planning; learning site activity report; meeting employer needs and student demands; learning site funding.**



---

# **Other Documents Helpful to the Data Collection Process**



# Institutional Statistics

---

- **Students**: classifications by gender, age, day/night, fulltime/part-time, home community, program area, enrollment in major field, ethnicity, income level, veteran, ACT scores
- **Faculty**: By fulltime/part-time, adjunct - subjects, hours, courses, # students, credit hours, comparisons
- **Student/Faculty ratios**



# **Institutional Statistics** addendum from

meeting

---

- **Nursing institutional statistics; OBN Annual Report (nursing**



# 2000 Response Data Categories

---

- Diversity Issues:

Collaborations with Native American constituents

Racial, gender, positional job equity

Genuine appreciation of diversity

Work with student body to improve international understanding

“International” students



# 2000 Response Data Categories

---

- General Personnel Issues:  
Disparity of teaching loads  
Formal faculty development program  
Regents' self-development program
- Physical Resources Issues:  
Scheduling of limited facilities  
Student desks
- Proportion of resources devoted to athletics; Title IX spirit and letter



# Professional Development

---

- Sources: Title III Records, Faculty Self-Reported Activities, Faculty and Staff Self-Reported Degrees Earned
- Next: **Staff Development** – Assistance from Vice Presidents!
- Carlene Armour producing document, will be sent to all applicable Criterion Teams when finished for appropriate use within submissions



## **Other Document Resources**

---

- OSRHE website, under “Studies & Reports:”**
  - Annual Student Assessment Report**
  - Degrees Conferred**
  - Financial Accounting Report**
  - Remediation Report**
  - Student Data Report**



# Other Document Resources

---

- Being produced:

- Faculty and staff professional development activities since 2000-01 – **staff professional development data needed!**
- Self-reported degrees earned by faculty and staff since 2000-01
- Athletes' diversity report
- Campus personnel diversity report
- Campus personnel equality report



# Other Document Resources

---

- Being produced:
  - Inventory of classroom equipment – physical and technological
  - SSC Regents' Educational Program
  - International understanding initiatives
  - Inventory of broad-category accomplishments gleaned from several publications



---

## **Broader Use of Documents**

**To Discover and Share  
Information About our Resources  
To Provide Data Links Within the  
Report**



# **“Four Resources”**

---

- **Technological**
- **Physical**
- **Human**
- **Fiscal**



# Virtual Resource Room

---

All supporting documents to be used as report appendices will be offered electronically within the report. Data-gathering teams will submit to Self-Study Chair electronic copies of all supporting documents. Provide a specific inventory list of those documents as well.

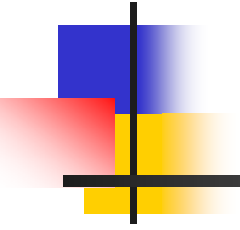


# Virtual Resource Room

---

For documents not available in electronic form, data teams should make a specific inventory list and provide the hard copies to the Chair for subsequent conversion to pdf format.

The Documents and Technology Team will work with the Editors to include links to the electronic documents within the written Report.



---

# Consistent Use of Terms



# Internal Constituencies

---

- **Students**
- **Faculty**
- **Staff – Professional and Classified**
- **Administration**
- **Board of Regents**



# External Constituencies

---

- In addition to those listed as “partners”:
  - Five-County Service Area in general
  - Off-site students in high schools, head starts, prisons, technical centers
  - Facilities users – civic groups, Chamber, Seminole Nation – who else?
  - Other categories?



# **External Constituencies** addendum from meeting

---

- **Others: County Superintendents of Educationl public school systems; advisory committees (?); Red Cross; OBI; police departments; Region II baseball/softball**



# Partnership Group Categories

---

- Career Tech Institutions
- Colleges
- High Schools
- State Agencies
- Federal Agencies
- Practicum Sites
- Service Learning Sites
- Tribal Entities
- International Partners
- Service Area Business Development
- Museums



# Partnership Groups with additions

---

- **Wes Watkins, Gordon Cooper, OSU-Okmulgee; Moore-Norman; Pontotoc?**
- **ECU, UCO, Mid-America, Langston, OCU, SEOSU, OU, Central Oklahoma Tech Prep Consortium, NSCRT at LSU; Cameron; WSU; OBU**
- **Shawnee, Chandler, Mason, Okemah, Konawa High Schools; TRiO schools**



# **Partnership Groups** with additions

---

- **OSRHE Academies, State TANF and DHS, Mabel Bassett and Davis Correctional Facilities, OHP, CLEET, OSBI, OK Red Cross, COEDD, OK Commission on Status of Women, Project Heart, Scholars for Excellence, OK Dept. of Commerce, Hyde Corp.**
- **Title III Coop. Grant, Gear-Up, TRiO**
- **Family Resource Center, Stepping**



# **Partnership Groups** with additions

---

- **Title III Coop. Grant, Gear-Up, TRiO, FBI, Homeland Security**
- **Family Resource Center, Stepping Stones, Health-Related**
- **Service Learning –**
- **Seminole Nation**
- **St. Kitts, International University of Nursing; China Consortium; Hyde Corp.**



# **Partnership Groups** with additions

---

- **Shawnee, Holdenville First National Bank & Trust; Meeker, Prague, Stroud BancFirst; Dan Boren Business Development Center; Rural Business & Resources Center; Bricker Performance Education; NAMI; Restaurant Assoc.; Integris**
- **Jasmine Moran Children's Museum; Seminole Oil Museum**



# SSC Supporters

---

- SSC Educational Foundation
- Indian Nations - Seminole Nation, Chickasaw Nation, Citizen Potawatomi Nation
- Businesses – Banks, Industries, Hospitals, Civic Groups, Utilities
- Individuals – Roeslers, Morans, Hendersons, Austins, Smarts
- Political Leaders



# Diversity for SSC Constituents

---

- Race
- Gender
- Ethnicity
- Age
- Commuter/Resident Student
- ADA – students and faculty/staff
- What else?



# Diversity for SSC Constituents

addendum from meeting

---

- **Nation of Origin**
- **Income levels**
- **Concurrent**
- **Religion**
- **Night/Day Student**
- **First generation students**



# Co-Curricular

public?

- “Co-curricular” is NOT “extracurricular.”

Extracurricular activities usually are activities performed by students that fall outside the realm of the normal curriculum of school or university education.

- Working definitions for co-curricular:

Complementing but not part of the regular curriculum.

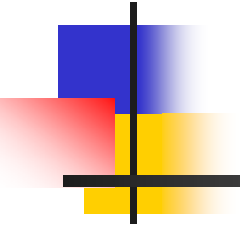
Activity based on curricular-based knowledge or experience. For example, a civics class sponsoring a voter registration drive.



# Academic & Administrative Sub-units

---

- Board of Regents
- President's Office
- Academic Affairs
- Fiscal Affairs
- Institutional Advancement
- Management Information Systems
- Student Affairs



# **The Higher Learning Commission Connection**



# HLC Staff Liaison

---

**Dr. Andrew Lootens-White “Andy”**

**Lootens-White joined the HLC staff in October in the role of Associate Director, Accreditation. He served most recently as Director, Educational Technologies at the University of Missouri-Columbia (UM-C).** (HLC website)

**Andy will attend Fall 2008 In-Service**



# HLC Staff Suggestions

---

- Throughout Report, provide clear evidence our mission sets the tone
- Show we have processes; that they are followed, evaluated, acted upon, and what are the results
- Demonstrate not only where we were, but where we are and where we are going



# HLC Staff Suggestions

---

- Although faculty-driven, staff must participate in Self-Study
- We must record and produce minutes of all Self-Study committee meetings!!!  
Please submit minutes of team meetings!
- Put HLC information on all printed materials – including brochures



---

**In closing,  
another important notice...**



## Timeline Update

---

**Data gathering is behind schedule.** Submissions to date require further data gathering as well as analysis. Jessica will develop new Fall 2008 submissions deadline based on estimate of time needed to write complete report.

September 15 Third Data Submission deadline still in place. Some members of Teams Three and Five are working this summer, as are other individuals.