

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

Self Study Steering Committee Minutes (draft)

September 18, 2007

PRESENT: Pam Koenig, Jessica Isaacs, Dave Helseth, Jeff Cox, Paula Rutledge, Tracy Jacomo, Patricia Cokeley, Marta Osby, Larry Vickers, Rusty Beene, Tina Jones, Dr. Rebecca Kennedy, Yashanda Scruggs.

ABSENT: Nina Kirk, Rita Story-Schell, Kathy Hoover, Diana O'Connell, Jim Coleman, Cynthia Yerby

I. CALL TO ORDER

The meeting was called to order by Pam Koenig.

II. MINUTES

None. This was the first meeting of the Steering Committee.

III. GUESTS

Dawna Hamm (for Story-Schell), Tammy Kasterke (for Diana O'Connell)

IV. NEW BUSINESS:

- A. Announcement of partial responsibilities of Steering Committee. These include collaboration in crafting the Self-Study Design, and agreeing on timelines.
- B. Pam Koenig presented a proposed model working document for the SSC Self Study Plan. The model is the "Western Oklahoma State College Self-Study Plan." Western has given SSC permission to borrow from the document. After discussion, Tracy Jacomo moved to accept the document as the SSC Self-Study Plan model; Marta Osby seconded; the motion carried.
- C. Pam Koenig presented a proposed working draft SSC Self-Study Table of Contents, which also will accompany the Self-Study Plan that goes to the HLC. Rusty Beene suggested the draft be modified by removing the following headings, under the Core Component areas: "Strengths, Challenges, Response." These topics would remain in the body of the report, but not be listed in the Table of Contents. Beene's suggested became a motion; Patricia Cokeley seconded; the motion carried.
- D. Pam Koenig informed the members that the current overall timeline may be modified pending the outcome of a meeting with Dr. Utterback. Koenig will submit an updated timeline to the members by October 1 for their electronic approval.

- E. The draft documents “Charge to Criterion Subcommittees” and “Self Study Subcommittees Progress Report” were approved for finalization and submission to the Subcommittees Chairs.
- F. Discussion ensued reference student involvement in the Self-Study. Committee members agreed that all subcommittees should have a student representative. Members agreed to embark upon a group email of potential constituency areas from which subcommittees could choose students representatives. At the November 13, 2007, meeting, there will be more discussion and a decision made on this matter.
- G. After a correction to an agenda item under “Deadlines and Dates” indicating the next meeting of the Steering Committee is November 13, 2007, at 3:00 in Haney 205, the meeting was adjourned.