

Date & Time 4/2/2013 / 3:30-5:00 pm

Attendees Betsey Morthland, Jo Johnson, Peter Nodzinski, Dorcas Cooper , Toni Smith, David Murray, Dick Vallandingham, Glenda Nicke, Kathy Malcolm

Agenda

1 Core Value Reflection: Caring and Compassion

Interim Dean Morthland shared she observed a very caring and compassionate conversation between a frustrated student and a Department Chair. The Department Chair in a very respectfully, caring and compassionate way informed the student of their options in a manner by which the student gained a better understanding of the situation and although frustrated was not angry or disrespectful to those involved.

2 Meeting Notes: Notes of the last meeting were reviewed and approved to post

3 Systems Portfolio Feedback Report

The Steering Committee had the opportunity to review the 46-page report prior to the meeting and were asked to share general observations. The Report is divided into five sections: an executive summary, strategic challenges analysis, AQIP Category Feedback, Accreditation Issues Analysis and Quality of Report & its use. The committee spent a considerable amount of time discussing the Accreditation Issues Analysis section. This section references 21 core components in five criterions. Many core components also have sub-components to elaborate certain aspects of the Core Component. Specifically, the Report indicated the College is not meeting one Core Component - 4.B: *The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.* The Steering Committee discussed in length not only this core criterion (4B) opportunity but also the fact that there are several other opportunities identified in the Report in the AQIP Category Feedback section. It is to be noted however that the lack of evidence (processes) addressing Core Component 4.B does carry the greatest weight as it potentially affects reaccreditation.

The AQIP Category Feedback section identifies the Colleges response to each of the process and results questions as a significant strength, strength, an opportunity or a significant opportunity. A summary of these was previous shared with the Steering Committee. While it will be important to further conduct analysis of the opportunities outlined in this section the Steering Committee continued to focus on and discuss the lack of a process (es) and results addressing Core Component 4B.

The Steering Committee heard briefly about opportunities sponsored by the Higher Learning

Commission to assist colleges in their assessment journey. P. Nodzinski shared he recalled the recommendation of the 2012 Student Learning Committee to participate in the Student Learning Academy. K. Malcolm provided a brief over view of the Academy and also shared she had just forwarded to the Chair of the Student Learning Committee a summer workshop series sponsored by HLC on the topic of assessment. Both of these opportunities will be investigated further. The Steering Committee discussed the timeline leading up to the Quality Check Up Visit on October 23, 2013. The HLC will expect that by the time of the Quality Check Up the College has begun to address the opportunities identified in the Feedback Report. To that end, it was the Steering Committees recommendation that the communication plan be implemented immediately and that faculty and staff have the opportunity to provide guidance and direction as early as this month.

4 Report Back on Communication Plan

J. Johnson shared that she and Dr. Truitt had meet to discuss a communication plan and made the following recommendation:

- Post the feedback report online and send an all employee email with a link to notify employees where to find it.
- Schedule open discussion forums for all employees to orientate them to the process moving forward

This recommendation was further developed with suggestions by the team that along with open forums the topic be on the agenda for the following meetings:

1. Student Learning Committee, April 19th
2. Faculty Senate, QC, April?
3. Instructional Services Council Meeting April 12
4. Student Services Leadership Team either April 9 or April 23
5. East Campus all Faculty/Staff meeting April 19th

5 Review of Committee Structure/Membership/Organization

Tabled until the May, 10, 2013 meeting

Action Items

	Item Description	Responsibility	Due Date
1	Schedule Open and targeted Forums	K. Malcolm	April 4, 2013
2	Determine method to receive Feedback	K. Malcolm	April 4, 2013

Next Meeting: May 10, 2013 1:00-3:00 Black Hawk Room