

SUMMARY
HLC Self-Study Steering Committee
1-2pm—July 19th, 2005—President’s Conference Room

Present: Drs. Guy Farish, Stuart Hilwig, Sandra Starnaman, Barbara Medina, Teri McCartney, Edward Crowther, and Frank Novotny. Ms. Barbara Friese, Mr. Ken Marquez, Mr. Mike Nicholson, Mr. Bill Mansheim, and Mr. Paul Tigan

- I. Accreditation is Happening!
 - a. Guy Farish reassured the group that despite it all, the accreditation process moves on.
- II. Timeline catch-up
 - a. Status of Strategic Planning—deadline for draft moved to end of July.
 - i. Criterion I will use earlier drafts for now
 - b. The Board of Trustees approved the new by-laws at their July Meeting.
 - c. There is a trustee manual in place; no revised manual has been received from the Attorney General’s office at this time.
 - i. Frank Novotny is helping to facilitate the Board in drafting a new Trustee Policy Manual.
 - d. A draft Vision Statement will be ready by July 20th.
- III. PR Plan
 - a. Paul Tigan gave a short presentation regarding the PR effort to promote and inform people regarding accreditation
 - i. The “Get on Board” event on August 19th will serve to kick-off school year’s concentration on accreditation.
 - ii. PR plan will swing into full motion at that time. Plans regarding this are still in development.
 - b. Chris Wearner introduced graphic designs of the train theme to the group.
 - i. Rather than using a single logo, graphic design will concentrate on a consistent theme that has numerous recognizable parts.
 1. Two or three train drawings from different perspectives (vertical & horizontal designs), train tracks, tools, etc.
 2. All will be used at different times in different ways (paper handouts, web design, posters, etc.)
- IV. Committee Reports
 - a. Criterion I—Mission & Integrity—Mike Nicholson
 - i. Trying to catch up after early summer’s events.
 - ii. Expect to see online drafts of documents by mid-August
 - iii. Mike Nicholson brought up a concern regarding the Institutional Documents.
 1. While trying to go for something concise and meaningful, there seems to be holes in the documents (mission, vision, goals).
 2. Mike asked that the steering committee to review the Institutional Docs and see what appears to be missing to them.
 - a. Something like a diversity statement, but the holes appear to be wider than that.

3. The group will continue to work on this issue, as well as develop a survey for the campus regarding the organizational documents, to be sent out in September or October.
- b. Surveys—Topical Interlude during committee reports
 - i. Guy Farish reported that Mark Schoenecker had found a reasonable web and paper survey software program that could be used a number of times throughout the school year for a fixed price.
 1. Includes statistical reports, graphs, etc.
 - ii. Who writes surveys? Who is in charge of analyzing the data? How do we ensure the campus isn't saturated with them?
 1. The Steering Committee should approve the publishing of all surveys for the accreditation process.
 - c. Criterion II—Preparing for the Future—Frank Novotny
 - i. Continuing to work on the strategic plan (due date pushed to August)
 - ii. Executive Team (eTeam) working, working, working.
 1. Whittling down draft to goals and “broad-based tactics”
 2. Aiming for usefulness
 3. Draft will be out for campus review as soon as possible.
 - iii. “The horse is catching up with the cart...rapidly.”
 - d. Criterion III—Student Learning and Effective Teaching—Sandra Starnaman
 - i. Work is continuing throughout the summer with progress across the board.
 - ii. Working towards meeting with HLC consultant Janice Denton
 - iii. In reality, Criterion III has been working consistently on this for the 6 months and is almost done with the first sub-category in the first section of the criterion.
 - iv. Would like to get booklet about syllabi requirements to the new faculty as part of their orientation before the school year starts.
 - e. Criterion IV—Acquisition, Discovery, and Application of Knowledge—Teri McCartney
 - i. Progress is moving rather well
 - ii. Continuing the collection of documentation for initial draft
 1. Ahead of schedule for writing (planning on starting this fall).
 - iii. Will re-assess after first draft is finished and submitted for comment.
 - f. Criterion V—Engagement & Service—Georgia Grantham
 - i. Current progress is centered on data gathering.
 1. Interested in conducting a survey
 - a. Found 11-step survey to help define engagement and service
 2. Concerned about overwhelming constituents with surveys
 - a. Should consider aligning them with others (see IV. b)
 - ii. Some unanswered questions guide the progress/process
 1. What does Service & Engagement mean?
 2. Does it mean meeting demands?
 3. How are we held accountable for these efforts?
 - iii. Would like to meet with other sub-committees to gather data
 - g. Writing Committee—Teri McCartney
 - i. Working with Julie Waechter to develop guidelines to help sub-committees write their initial drafts.
- V. Next meeting—August 9th, 2005—1pm—BUS239.