

HLC Committee Meeting

May 2, 2016

Meeting Minutes

Members: Carey Castle, Brian Huschle, Jodi Stassen, Mary Fontes, James Retka, Mike Curfman, Curtis Zoller, Karl Ohrn, Al Shervold, Lynette Neppel, Shannon Jesme, and Julie Fenning (recorder)

1) Policy/Practices Updates

- a. Determining Qualified Faculty (CRRT.B.10.010, criterion 3.C) Group notified about the latest update to these guidelines and where to obtain it. Very few changes in the new version and the update for NCTC is the MnSCU system will be requesting an extension to the due date of September 2017 *only for concurrent enrollment instructors*. All other instructors will be held to the original due date for compliance.

2) Assurance System

- a. Update from Dec meeting - Assurance information needs to be added. Discussion included the layout, word-limit for the report, artifact additions, and timeline. Committee members were highly encouraged to add more material to this baseline report as soon as possible, especially over the summer when we typically have a few more minutes available in the week.
- b. Example Assurance Argument Processes (Attachments) - Two attachments from presentations at the HLC Conference were provided for individual review by the committee members; *HLC Assurance: It takes a College* and *The Year 4 Assurance Argument: Process, Evidence and Review*. These examples will hopefully provide some additional experience and guidance for writing this information.
- c. 2010 report-Starting point (Attachment) - The 2010 NCTC Assurance report was provided for all members to look at as they continue to develop sections in the assurance report. This is the starting point for NCTC and the assurance report should reflect how we have progressed from this report date.
- d. Artifacts - Brief discussion on artifacts already added to the report and where we need to go to add additional information. All members were asked to continue reviewing this area and add those items that support their narrative.
- e. Resource Guide - HLC provided a handout for all attendees titled *Higher Learning Commission 2016 Resource Guide*. Committee members were referred to that and the online version as supplemental reading as they complete the assurance report narrative.
- f. Spread the wealth for input - Finally, members are tasked to engage other faculty, staff, and administrators in the college as the assurance report is completed.

3) C2C

- a. Update information - We are lagging in the C2C report data reporting and analysis. The existing data must be reviewed and annual reports completed enroute to completing the final report. There is a draft report format sent to all the committee members to begin this process. It can still be edited but will be the starting p
- b. Update schedule - The group agreed to collect data and meet again to discuss metric reports. The following are responsible for collecting the data and initiating a draft report out for the areas outlined in Appendix 6 of the C2C Proposal:
 - i. Metric 1- Mary
 - ii. Metric 2-Mike
 - iii. Metric 3-Brian
 - iv. Metric 4-Mary
 - v. Metric 5-Brian
 - vi. Metric 6Brian, (initial programs) Mike, Curtis (additional opportunities such as Auto Body, Welding, AMT, ADMM)
 - vii. Metric 7-Mary
 - viii. Metric 8-Mary
 - ix. Metric 9-Carey

These are not exclusive, everyone can and should assist the people listed here where possible. Everyone will be part of the discussion for reporting.

Julie Fenning has agreed to collect and publish data for this report. As you complete your metrics and narrative, please forward them to her for compilation. **We will meet somewhere between May 30-Jun 3 to draft this report. Julie will need the data and narratives at least a day or two prior.**

- c. Plans for Online Posting

- 4) Expectations for 2016-17 The group agreed the HLC assurance report should be nearly completed by spring 2018. The HLC committee will need to select the editors by spring 2017 to ensure the report is getting proper review. Additional preparation for the HLC 10-year should also be determined by the end of the 2017 year. The C2C report will need to be completed by the end of spring 2017 and begin final editing and submission for review to HLC. We have added Julie Fenning to the committee to help us get through the coming accreditation period.

5) Other

- 6) Next meetings (September 2016, Dec 2016, April/May 2017) Julie is setting these up and members will get invitations.