

HLC Committee Meeting

September 15, 2016

3:00 p.m. – 5:00 p.m.

Meeting Minutes

Present: Carey Castle, Brian Huschle, Jodi Stassen, James Retka, Mike Curfman, Karl Ohrn

Absent: Mary Fontes, Shannon Jesme, Al Shervold, Sherry Lindquist, Curtis Zoller, Lynette Neppel and Julie Fenning (recorder)

1) Assurance System

- a. Update from May meeting-some progress from previous meeting but an areas that still needs more work. Expected outcomes are a completed draft for the December meeting.
- b. Artifacts inclusion-again some progress here with expectations that the narrative will be developed using data available in the artifacts list.

2) Review of 2010 report areas for improvement

- a. Adding these to committee outcomes-briefly discussed with those present, copies were sent to the entire committee. As the college working committees begin their year, these issues will be shared and become part of committee work outcomes for the year.

3) C2C

- a. Review Updated report-administrator groups met over the summer and are revising the data and report. This draft report will be updated for the December HLC meeting.
- b. Future plans for close out in May 2017. –draft completion and revision for the spring should ensure this is completed on time.

4) Expectations 2016-17

- a. Assurance Report-draft done by December, review and updates for the year completed by May
- b. C2C completion-see item 3
- c. Integration of HLC areas into committee outcomes-see item 2a

5) Policy/Practices Updates

- a. Determining Qualified Faculty (CRRT.B.10.010, criterion 3.C) (update)-HLC policy updates are distributed to the committee

6) Other

This meeting was short due to committee member absences. Discussion briefly touched on items below as noted.

The outcomes for this group came from discussion about the committee focus and next steps. With the NCTC on the Open Pathways System and using the Assurance System, we have been struggling to determine the best way to get this process rolling with the most involvement. As a small college, we do not have the luxury of an IE division and find ourselves providing dual functions in HLC oversight. In the end, getting started is the most important piece and then engaging others along the way to contribute and develop the final report. We have had people leading the writing in all the areas but discussion added the need for not only a timeline but a flowchart to help keep the group focused on completion. We are concerned there is not much faculty involvement at this point and will be working to gain that connection to the HLC reporting process over the next several semesters.

Outcomes for the coming December meeting:

1) Completed draft for all criterion areas in the Assurance section on line. Includes additional artifact information/items. Responsible Persons: (Mary, Karl, Brian, Mike, Jodi, Curtis, Shannon, Jim, Carey) see org chart for details.

2) All team leaders were asked to consider possible faculty and staff that should be added to their team as we progress with the report writing. Use the timeline and report organization needs to help move that discussion along. Responsible Persons: (Mary, Karl, Brian, Mike, Jodi, Curtis, Shannon, Jim, Carey)

3) Completed flow chart and org chart available for the group as soon as possible. I'll do the draft for this and Karl and I will coordinate distribution. Responsible Persons: (Carey/Karl)

7) Next meetings (Dec 2016)-Julie will set this meeting up.