

# HLC Steering Committee Meeting

Tuesday, July 14, 2015 12:30 p.m. – 2:00 PM Room AC 105A

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## Minutes

### Attendees:

Michel Hillman	Fran Padow	Jon Burke	Joe Seabrooks
Michael Banks	Mindy McCallum	David Gann	Cynthia Proctor
Chris Kelly	Mickey McCloud	Carol Winters	Leo Hirner
Karen Moore	Temeca White	Randy Leighton	Tristan Londre
Chris Kelly	Crystal Johnson	Melissa Giese	RossAnn Dowling
Quentin Ochieng	Patricia Amick	Christina Medina	

### Absent:

Anita Leverich	Joseph Roche	Cheryl Carpenter	Melissa Marr
Beverly Jennings	Kim Glackin	DeAnna Skedel	

Guests: Tiffanie Bruner, Shannon Ross

## Welcome

Michel Hillman welcomed the group and addressed HLC's standards in regard to part time faculty credentials. He introduced two guests from HR who are the subject matter experts regarding these transcripts and the PeopleAdmin system. When asked how we measure up upon examination; the response was too soon to tell. A campus member stated that dual credit instructors were a concern. In August they anticipated being able to contact the high schools for transcripts. The Human Resource department has always screened full time faculty to determine if they had met the minimum requirements for the position. In the PeopleAdmin system part time hiring followed the paper process which these minimum qualifications were determined by the division chairs and the dean. Moving forward HR will also confirm qualifications that were approved by the deans.

Michel spoke with our HLC Liaison, Barbara Johnson, on these issues. HLC accepts ImageNow transcripts and copies of transcripts are acceptable but not best practice. Degree verify confirmation would be considered an original transcript.

## Portal Review

Are all of the assurance arguments done? A deadline for the end of business on July 21<sup>st</sup> was communicated to the group.

### Criterion 1

Criterion 1 had some questions regarding the size of evidence files and it was addressed.

They also wanted to discuss with the group whether a discontinued program should be included as evidence.

### Criterion 2

This assurance argument is ready for the one voice review.

### Criterion 3

The external reviewer's comments were reviewed by the group. Define co-curricular and do we have co-curricular or extra-curricular? The new VC of Student Success will have a large role in this definition. Chris

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Kelly is going to cross reference to Criterion 3. Does CCSSE access co-curricular? IR has service learning for Mickey McCloud. Revisions for Criterion 3 will be reviewed.

## Criterion 4

This assurance criterion is ready to move to the one voice review. Areas that need thought after accreditation visit would be; co-curricular issue, Evidence of College 100 success and higher retention.

## Criterion 5

This group will be making further edits.

## Misc.

We will notify the group as soon as we receive information.

The Summer Symposium is Friday!

The Strategic Plan is moving forward with an important discussion on Shared Governance. More details will be given once confirmation of our key note is complete.

The minutes from the previous meeting were reviewed and accepted. The meeting was adjourned at 2:15 p.m.