

# HLC Steering Committee Meeting

Tuesday, April 21, 2015 3:00 – 4:30 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
Mickey McCloud	Kristy Bishop	Cheryl Carpenter	RossAnn Dowling
Kristy Edmondson	Carol Winters	Leo Hirner	Crystal Johnson
Anita Leverich	Liz Miller	Randy Leighton	Quentin OChieng
Chris Kelly	Patricia Amick	Tristan Londre	Karen Moore

### Absent:

Beverly Jennings	Kim Glackin	Melissa Marr
DeAnna Skedel	Joseph Roche	

## Welcome

Michel Hillman welcomed the group. He asked those who attended the HLC Conference to tell one thing they learned by attending.

## HLC Conference Report Out

Cynthia Proctor attended a KC Bioscience Institution's presentation on Strategic Planning. She liked their idea of a Strategic Planning Committee that had one to two year term limits on membership. They had regular meetings and were responsible for establishing goals and departments to implement the goals.

Mickey McCloud attended a session from an institution in New Mexico on Developmental Education. This institution had a six week boot camp model with a 100% success rate which moves the student directly to the next level of math class. He was also interested in a Colorado community college's presentation on completion. Their institution tracked student from the minute they enrolled to completion. This institution did not feel that community colleges should be held to the same standards as four year institutions.

Michael Banks was impressed by a session on Student Persistence. An institution in New Mexico started a model where the faculty have taken the lead on Student Persistence. There is a 48 hour hold if a student requests to drop a class and this enables the faculty time to talk to the student and talk about the impact of dropping a class.

Karen Moore attended many enrollment services sessions. She was interested in other institutions use of Hobsons and was interested in seeing what MCC will have in a few years. She also was interested in having an intentional discussion on retention and staffing to support it.

Tristan Londre attended many sessions on Strategic Planning and Budget. He thought it was interesting that other institutions received a budget for Strategic Planning. He also attended a session presented by an institution in Maricopa County which was undergoing the ZBB process. Many of the best practices learned by their institutions MCC has already experienced.

Michel Hillman also attended primarily Strategic Planning sessions and agreed that having resources dedicated to Strategic Plan was necessary. Evaluators would be looking for diverse strategic plans for all universities and good behaviors were no longer enough.

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Cheryl Carpenter was focused on presentations related to Healthcare compliance issues. She was interested in how other institutions viewed credit hours in clinical settings since she is aware that off-schedule classes are under scrutiny.

Carol Winters learned the Higher Education Act needs to be re-authorized in Congress. HLC will have a better idea as to when this will actually occur by the Fourth of July. Congress is interested in a discussion with Higher Ed regarding affordability, sexual assault, simplifying the FAFSA form, regulation and education quality. Another interesting topic was a session on evidence needed for each Criterion. In Criterion 1 evaluators will be looking for an institution's complete diversity plan.

Leo Hirner was interested in identity management topics. Soon a unique id and password will not be enough. He also attended several finance sessions. The budget formulas have changed and this has had a direct impact on the self-funded institutions.

Kristy Bishop's takeaway was a session on a community college benchmarking project. MCC had tried to participate in the past and realized that our data was incomplete. She now knows a way that we can be a part of Kansas by just submitting at least 10 programs and get CTE program data.

Mindy McCallum is an HLC Evaluator and attended many Evaluator sessions. She was interested in learning what was new in regard to compliance issues and ratios and Dual Credit. She mentioned that it was recommended for the visiting evaluator team to have a spreadsheet of full and part time faculty with their highest level of education.

### **Assurance Argument Draft Review**

Criterion 1 has received better spends documents and has an upcoming committee meeting. It was suggested that we also include a complete diversity plan. Michel stated that the Presidential Commission has a core of a plan. It is a system structure that the plan can operate in. These commissions are being built from the ground up. At one time Don Doucette and Mary Abrahamson developed a Strategic Initiative. This was revised by leadership that followed. One member said this shows evidence of the evolution of a plan. We also need a diversity plan that operates at an institutional level and correlates with the mission.

Michel informed the group that he is looking to add an additional chair to Criterion 1. Mike also agreed to attend the Criterion 1 meeting the next day.

Criterion 2 is lacking mainly in two areas: policies and shared governance. One of the members mentioned he has additional edits.

Criterion 3 has finished the co-curricular section but many of the clubs were now defunct. A member wanted to stress using this information because it shows a history of clubs and even though their participation may not be robust this semester there is an ebb and flow. The definition of co-curricular is an outside class activity. We need to show how co-curricular ties to our mission.

Criterion 4 thinks it is important to establish Advisory Boards for CTE Programs. One member thought it was important to show more emphasis on College 100, persistence and retention.

Criterion 5 has been meeting regularly and are in the process of edits to 5AB. They are also tracking down more evidence, HLC ratios and emails addressing budget shortfalls.

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## **Committee Replacements**

The time to fill committee vacancies has arrived and Michel will work with campus presidents for nominations and approval.

## **Compliance Report Discussion**

There needs to be more Title IV information and Credit Hour information for Clinical Supervisors. There is not one formula that will work in all disciplines. The vet tech clinicals are different than a nursing clinical.

## **Compliance Report**

The Compliance Report is submitted prior to the completion of the Assurance Argument. One of our researchers is working on the Credit Hours section. It is recommended that more eyes be placed on the Compliance Report.

The HLC team will be presenting a HLC Workshop to the Board this summer. The team felt the presentation should be given as close to the completion of the project but allowing time for comments from the Board.

## **MCC Summer Symposium**

Kristy Bishop wanted to remind the group to put the MCC Summer Symposium on their calendars. It will be July 17, 2015 in PV Education Center 0019 from 8:30 a.m. to noon.

Ideas were brainstormed on how to present HLC in a fun manner at the Symposium. HLC will be presented in a Jeopardy format and Assessment will be presented in a Family Feud format.

Our next HLC Monthly meeting is May 19<sup>th</sup> at 3:00 p.m. in the AC Boardroom.

The meeting was adjourned at 4:21 p.m.