

HLC Steering Committee Meeting

Tuesday, November 19, 2013 3:00 – 4:30 PM Room AC 105A

Minutes

Attendees: Paul Long, Fran Padow, Cheryl Carpenter, Mickey McCloud, Mindy McCallum, Shelli Allen, Temeca White, Beverly Jennings, Elizabeth Miller, Joe Roche, Karen Moore, Chris Kelly, Leo Hirner, Chad Montuori, Kristy Bishop, Patricia Amick, , Jon Burke, Michelle Schmiedeler, Cynthia Proctor, Quentin Ochieng, Tristan Londre, Casey Reid, RossAnn Downing, Melissa Eaton, Michael Banks, Randall Leighton; Tuesday Stanley, Melissa Marr, Carol Winters.

Discipline Review

Kristy Bishop will be meeting with Biology and Cynthia Proctor is meeting with Chemistry for program review. They have met with 16 disciplines this semester and will meet with 19 next semester. MCC will graduate from the Pioneer Academy in June.

Committee Updates

Criterion 5 is being co-chaired by Patricia Amick and Karen Moore. Patricia Amick asked how to write a narrative. She wants to know if it should tie back to evidence or if should be a descriptive effort. The response was to hold the narratives to a minimum and to be as conservative as possible. After the narratives are written someone not identified will write the entire document. Patricia thought it might be helpful to whomever the writer may be to work with the criterion groups as soon as possible.

Evidence Review

None of the evidence was moved forward at this time. There was either too much evidence, some not in the proper format or a narrative was not written.

It was suggested a style guide be put together for the HLC evaluator who is visiting our campus.

It was suggested that the groups use MCC instead of spelling out our institution to save on our word count.

There was a question regarding the quantity of evidence needed for each sub heading. Specifically this question was regarding board minutes and the best practice answer was one.

Campus Liaison Communication Plan

Paul Long clarified to the campus liaisons that they should be looking at being a part of campus meetings to communicate what we are doing for our HLC Accreditation. Ideas that were discussed in the recent Campus Liaison Training are:

- Faculty and Staff Association Meetings
- Cabinets or leadership team meetings
- President Cabinet meetings
- Curriculum Assessment committees on campus
- Town Halls

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It was mentioned that at some campuses the faculty attendance is low at the faculty meetings. Paul Long stated it was important to communicate to the faculty regardless of the attendance.

Another question was asked as to how to request being able to speak at a campus Cabinet meeting. It was suggested to contact the dean of instruction at each campus.

The meeting was adjourned.