

# HLC Steering Committee Meeting

Tuesday, September 17, 2013 3:00 – 4:30 PM Room AC 105A

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## 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, Rory Perrodin, Kristy Bishop, Patricia Amick, Kristy Edmondson, Jon Burke, Michelle Schmiedeler, Cynthia Proctor, Quentin Ochieng, Tristan Londre, Casey Reid, RossAnn Downing, Melissa Eaton, Michael Banks, DeAnna Skedel, Carol Winters.

### Introductions

Team members introduced themselves to each other.

### Review of 2005-2006 HLC Assurance & Advancement Reports

#### Assessment

DICC is working toward better representation for credit and non-credit. Assessment needs a wider range of areas. A scorecard of indicators includes:

- Focus on student learning is only one aspect.
- Financials Rations play a role.
- Student Retention; Impact on Completion
- ZBB (How we look at our current programs)
- Communication

#### Technology

In the report MCC Technology is its strength. At this time we do not know if today we would receive a favorable response. We have moved to a more district wide view of technology support which supports a self-help model as opposed to individual attention. The IT Executive Steering Committee has a responsibility to the district.

#### Student Government

We need to look at ways to involve student government. It was noted that only one campus had a formal student government. Historically the attendance of meetings by students has been unreliable. Our students are at MCC for various timeframes so even a time commitment would be a challenge. A student government document was submitted for the Chancellors Policy Review Committee to review. The status of the document is not known but Kathy Walter-Mack is a resource for MCC Policies.

#### Affirmative Action Policies

This policy needs updating. How does the employee group reflect the community?

### Campus Liaison Training

The Campus Liaison Training will be on November 13<sup>th</sup>. This meeting will focus on the role expectations and campus forums that the liaisons can communicate information to the campuses routinely. We as a group need to generate topics for the liaisons.

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## **Additional Meetings with Co-Chairs**

Starting in October, Paul would like to meet with each criterion co-chair to discuss progress, hindrances or to answer questions. The Steering team will be a part of these meetings too.

## **Share Drive for Evidence**

Patricia Amick and Karen Moore mentioned they were going to put a folder on the share drive so they wouldn't have to use a dropbox. This was such a great idea the Steering Committee wants to put together an evidence process for all co-chairs on the committee. As soon as this has been created, we will communicate to the committees.

A spreadsheet is being reviewed so at a glance you could tell which items have been completed by each group.

## **Committee Updates**

Michelle Schmiedeler (Criterion 1-Mission) Two campus liaisons have volunteered to help her committee. They have also established a dropbox for evidence gathering.

Chris Kelly (Criterion 1-Diversity) Chris Kelly discussed gaps at campuses to compare and prioritize. Her group is sharing discussion points at staff meetings. Chris is in the process of streamlining and promoting evidence gathering. Criterion 2 is being chaired by Shelli Allen and Jon Burke. They will be having a meeting tomorrow.

Criterion 2 is chaired by Shelli Allen and Jon Burke. Anita Leverich has joined the group as a faculty resource on policies. Beverly Jennings is the staff resource on policies. The primary reason for changing MCC policies has been the need to update.

Criterion 3 is being chaired by Rory Perrodin and Mickey McCloud. They have a met and have been utilizing the AA degree work. The group plans on using the MCC catalog and will also be in touch with Student Services.

Cynthia Proctor and Casey Reid are co-chairing Criterion 4. They have been evidence gathering. There may be dual credit issues. They will need Senate representation for this criterion to be viable.

Criterion 5 is being co-chaired by Patricia Amick and Karen Moore. Their committee has moved past brainstorming and is currently focusing on gaps. They are also are looking into whether they have the proper oversight.

The meeting was adjourned.