

HLC Steering Committee Meeting

Tuesday, May 3, 2016 3:00 – 4:30 PM Room AC 105A

Minutes

Attendees:

| | | | |
|-----------------|------------------|-----------------|------------------|
| Michel Hillman | Kathrine Swanson | Chris Kelly | Fran Padow |
| Melissa Giese | Tatia Shelton | Joe Roche | Kristy Edmondson |
| Gretchen Blythe | RossAnn Downing | Karen Moore | Cheryl Carpenter |
| Mindy McCallum | David Gann | Leo Hirner | Michael Banks |
| Tim Engle | Joe Seabrooks | Crystal Johnson | Christina Medina |

Welcome/HLC Conference Updates

Michael Banks – Attended the president’s track and that panel was pushing for schools to be innovative. They also discussed how HLC wants us to be innovative/creative, but also has so many rules/hurdles that are passed down from the federal government. We need to ensure that there is room for creativity in the process.

Leo Hirner – Participated in training sessions. Assessment (4B) is where most institutions are struggling. A lot of people are looking into how to re-vision their programs. What do adult learners look for? Some schools are looking at interesting ways to show value of an institution.

Mindy McCallum – Keynote speakers were very good this year. Everyone is trying different ways collecting data, we hope as time goes on some best practices come out of this.

Cheryl Carpenter Davis - Went to a session where they discussed a strategic plan where all groups were involved. Their board needed more understanding of the institutions day to day operations, so they created mentors for the Board. This facilitated funnel up and funnel down communications.

Mike Hillman – Shared governance session the main takeaway was not about efficiency, but about connectedness within the organization. Quick decisions may still need to be made, but when there is immediate communication as to why the quick decision happened, this allows dialog amongst the groups. The faculty qualification sessions were very full, standing room only. All institutions are trying to find out what is next. We have to define our rules and exceptions.

Carol Winters – Attended all of the faculty qualification sessions to ensure that there was no new information in later sessions. She also attended a session for institutions that had a recent HLC visit and now need to prepare an interim report for HLC. Most institutions were there for issues with shared governance and strategic plans.

Melissa Giese – Attended the assessment sessions that were offered, looking at how other institutions are doing their assessments. MCC is now on the standard pathways program for the next 10 years. We are not eligible for pathways until after the 10 year review. Our four year visit (2020) will be another full, complete HLC visit. Quality improvement needs to be throughout our report with measurable change.

Fran Padow – Found out that if we have questions or issues writing our report that there are webinars and in person seminars available to us. She also got information that our four year visit will be a complete visit in 2020.

Crystal Johnson- This was her first time attending the conference. She attended sessions to get a better understanding of the HLC process.

Gretchen Blythe – The keynote speakers were very good. She also attended the faculty qualification session and some student success sessions. The key takeaway was that we need to make students feel like they belong from enrollment, orientation and in the classroom. Concerned

HLC Steering Committee Meeting

Tuesday, May 3, 2016 3:00 – 4:30 PM Room AC 105A

that this message is not what the MCC district was told by the Chancellor. We should look into a communication that explains our timeline and process to all of MCC.

Faculty Qualifications:

A matrix was handed out as a possible starting point for determining the faculty qualifications. This matrix was put together by the MCCA CAO group. Start with a list of all MCC disciplines and break them into two categories. 1) General Education or 2) CTE/Occupational. General Education requires a masters degree with 18 credit hours in a related discipline. CTE/Occupational could be industry certification, education or that particular accrediting body's minimum requirements.

We will list all MCC courses and sort them into the correct group (1 or 2) and come up with the minimum requirements. The timeline is that by the second week of June this matrix will be completed and distributed to faculty to review, comment or discuss. It is thought that this document would be updated once a year.

If we have current faculty who do not meet these qualifications, we would need to put together a development plan to bring them up to standards. Currently developmental education classes do not require a masters degree. Developmental education requires one degree higher than what you're teaching, a bachelors degree. For Fall 2016, College 100 requirement is a bachelors degree. There is a work group that is looking at the requirements after Fall. It was noted that some faculty may only be qualified to teach developmental education if they choose not to participate in the development plan.

There were concerns stated that this could seem flimsy in specialized fields like mathematics. For example, if someone has 18 credit hours in econometrics, they would be qualified to teach any math course at MCC? While this statement could be true, the hiring committee could ask for very specialized preferred qualifications, like 6 credit hours must be in a certain course. This gives the committee flexibility to best fill their positions. The policy must be broad enough to allow exceptions. However how we justify the exceptions must be documented. This documentation is necessary for HLC and will also help us update the matrix. This matrix will simply be the minimum qualifications, which must be the same for all faculty members.

HR must have a process in place and this should be maintained in HR. The current issue with this is that the HR system is not currently integrated in the course building system due to technology issues. We need to figure out this key step.

It was decided that this document was a good starting place, but there is still work to be done. There should be a draft out by the second week in June.

Assessment Committee:

MCC's DACC structure has worked well, and we must continue to move forward with our initiatives. With Cynthia Proctor leaving as chair, Crystal Johnson and Eric Sullivan have stepped up to co-chair the DACC. The next step for MCC will be to ramp up our general education assessments.

HLC Steering Committee Meeting

Tuesday, May 3, 2016 3:00 – 4:30 PM Room AC 105A

Survey Policy:

Survey administration board policy was approved in April. There will be an electronic form developed for survey requests. There will also be electronic templates and a place to post survey results. The main point of this policy is to ensure that we are not over-surveying our students. Surveys will go to Melissa Giese and then to DACC for approval. (Faculty senate surveys do not get approved by Melissa Giese).

HLC focus report expectations:

We will be required to submit one report to HLC, which covers both topics on which we were found to be “met with concern” on our visit. We will also need to write a preamble to the report and make sure we have all supporting documentation included. They will not be reading the 2015-2016 HLC full report, it is up to us to start a new document which explains everything. After this report there will be one of two things that could happen. 1) Sufficient and no further action needed. 2) Additional monitoring requested, the IAC will take action and these concerns will be followed up in our 4 year visit in 2020.

This focus report will not be submitted in a portal. We will write the entire document and upload to HLC. There is no specified size this report should be; it could be 30 or 300 pages. If something is sited, it must be attached. All supporting documentation must be attached to the document.

Full engagement and full support will be needed for the 2020 visit. It is important to have interlocking membership between the HLC steering committee, governance groups, shared governance, strategic plan and any other key discussions at MCC.