

**Higher Learning Commission
CRITERION 5: Engagement & Service
March 27, 2009 Minutes**

Members: Liz Largent Cindy Neely Jessica Martinez-Brooks Penny Hampton Jon Horinek Alejandro Rendon Stephen Morrow Susan Tabor Francine Gissy

Review/Edit List of Areas to be Addressed Within Our Criterion – Additions? Deletions?

Brainstorm Contact Person, Data Needed & Committee Member Responsible

Next Meeting: Friday, April 10, 2009 at 1 p.m. in VPSS Conf. Room

Notes:

Attending: Penny Hampton, Stephen Morrow, Susan Tabor, Jon Horinek, Jessica Martinez-Brooks, Francine Gissy, Liz Largent

Absent: Alejandro Rendon-Sanchez and Cindy Neely

The committee named a contact person, data needed and committee member responsible for gathering information.

Committee also brainstormed examples of each of the core components:

Core Component 5A “We know who we serve and their needs.” Examples: Needs Assessments; Meeting Minutes; Agreements; Formal letters or emails requesting services, partnerships, classes and/or programs; Grant Applications; Request for Proposals; Demographics; Statistics.

Core Component 5B “Proof we have \$ and facilities and staff to serve them.” Examples: Budget Books, grant budgets, In-Kind services

Core Component 5C “Proof we are serving them. What we do.” Examples: Contracts, Action Plans, Promotional Materials and fliers, meeting minutes, facility use agreements, attendance, enrollment information, advisory board minutes

Core Component 5D “Proof what we are doing works and meets needs.” Example: Assessments, Annual Reports, Monitoring Reports, Survey

A suggested deadline is May 1, 2009.

Criterion 5: WORK PLAN

Fit	Contact Person	DATA				Committee Member Responsible
		Core Component 5a We know who we serve and their needs.	Core Component 5b Proof we have \$ and facilities and staff to serve them.	Core Component 5c Proof we are serving them. What we do.	Core Component 5d Proof what we are doing works and meets needs.	
Service-Learning	Katie Treadwell					Liz Largent
Capitol Hill Center	Alejandro Rendon Sanchez					Alejandro Rendon Sanchez
VPAC community survey	Pat Berryhill					Jessica Martinez-Brooks
Rec & Fitness	Roxy Butler					Jessica Martinez-Brooks
ESL & GED	Jessica Martinez-Brooks and Jim Ellis					Jessica Martinez-Brooks
Concurrent Enrollment	Jon Horinek					Jon Horinek
Career Transitions	Nora Pugh Seemster					Penny Hampton
Hosting of events in CU/theatre/gym/pool	Corrine Aguilar, Scott Tigert and Roxy Butler					Stephen Morrow and Cindy Neely
College for Kids	Brannon Dresel					Jessica Martinez-Brooks
Articulation Agreements/2+2/AAS Programs	Molly Henderson and Felix Aquino					Francine Gissy and Penny Hampton
Volunteer Income Tax Assistance program site	Darin Behera					Liz Largent
AAS Advisory Boards	Greg Gardner					Susan Tabor and Cindy Neely
Employment Services (Job Fair & Job Board)	Debra Vaughn					Francine Gissy
Downtown College Consortium NonCredit Courses	Gus Pekara					Stephen Morrow

OCCC Foundation Board	Jennifer Harrison					Jessica Martinez-Brooks
Community Board Memberships of Individual Employees	College Wide					Penny Hampton
Scholars Program in Child Development	Mary McCoy					Susan Tabor
Corporate Learning	Francine Gissy and Delores Jackson					Francine Gissy
Mosaic Project	Mary Ann Moore					Stephen Morrow
Adult Education through Community Outreach	Jessica Martinez-Brooks					Jessica Martinez-Brooks
Arts Festival Oklahoma	John Boyd					Jessica Martinez-Brooks
Grant Programs (need list)	Joe Swallowwell (see attached)					Pending
2006 PR Market Research	Paula Gower					Jon Horinek
OKC-Go	Jon Horinek					Jon Horinek
Cultural Arts Series	Scott Tigert					Alejandro Rendon-Sanchez
Master Site Plan	John Boyd					Liz Largent
Pathways	Carol Brogan					Jon Horinek