

Higher Learning Committee
Criterion 1
February 4th, 2009
2:30pm – 4:30pm

Present:

Max Simmons, Division of Science and Math
Carolyn Rouillard, Human Resources
Kim Holding,(sitting in for Cordell Jordan) Marketing and Public Relations
Monica Holland, Division of Health Professions
John Helton, Division of Information Technology
Millie Tibbits, Human Resources
Leaugeay Barnes, Division of Health Professions
Shelly Tevis, Division of Health Professions

Leaugeay Barnes the chair of the Higher Learning Committee Criterion 1 called the meeting to order.

Leaugeay announced that the committee would re-organize. Instead of dividing up the components they will begin taking on a component each meeting as a group. Leaugeay based her decision on possible changes in the committee members allowing those remaining to have the knowledge base. This being accomplished, Carolyn Rouillard was welcomed as a new member, taking Stephanie Hayes's place.

A work copy of the component list and the Materials Collected for North Central Accreditation Self-Study were distributed.

Leaugeay inquired if everyone present had received the invitation from Dr. Aquino for the reception. Several had not so Leaugeay informed the group that she would forward the information to them by e-mail. Each member was to RSVP to Anita Rhea if they were attending. This reception is a reward for the hard work of each committee members and a time to review what each group has accomplished.

The Angel program was discussed and there are still some issues but for the most part it is working. John said there was someone other than their group on the list and Leaugeay suggested that Bertha Wise be contacted since she had set up everyone. John had also noted that he can access from the group but not the course listing.

The committee will need to have meetings twice a month beginning this month. Leaugeay asked if Wednesday's at 2:30 to 4:00 would be acceptable for everyone present

and it was agreed they would meet the first and third Wednesday of each month at those times.

The Materials Collected for North Central Accreditation Self Study is stored in a room by Janet Perry's office. Steve Crynes wanted to know what paperwork the committee was in need of so they could dispose of the others. The committee was given the list to review.

Leaugeay inquired if anyone had the opportunity to review the example from Northern Oklahoma College. Leaugeay then asked Debby Martinez to make a hard copy for each member and send them in the campus mail.

The original Criterion One document was reviewed. The first component sets the stage for the documents that will be needed. Several publications were discussed such as the Employee Handbook and Millie Tibbitts will bring copies to the next meeting. The group is to identify these documents and their location, so Max Simmons will begin by contacting the President's office to request the mission statement documents. The mission statement was discussed in great detail.

Further discussion brought to light that each program and committees has its own mission statement. Shelly Tevis will e-mail the Administrative Assistants to gather information of the committees the faculty is involved in for the college so they can be contacted for more information.

A portfolio will be compiled and kept in a central location to house the documents.

The final report for Criterion One will be in an outline form. This will enable the writer of the document to transform it to one writing style easier. The Steering Committee will be sending a template to work from.

The committee members are to review 1A for the next meeting.

Meeting was adjourned at 3:40pm

Minutes submitted by: Debby Martinez