

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

Present:

Millie Tibbits, Human Resources
Max Simmons, Division of Science and Math
Carolyn Rouillard, Human Resources
Mark Schneberger, Professor of English
Leaugeay Barnes, Division of Health Professions
Shelly Tevis, Division of Health Professions
Monica Holland, Division of Health Professions
John Helton, Division of Information Technology
Kim Holding, Marketing and Public Relations
Bertha Wise, Division of Arts and Humanities
Debby Martinez, Division of Health Professions

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

The minutes from the previous meeting were reviewed then Max Simmons moved the minutes be accepted and Millie Tibbits seconded it.

Millie Tibbits distributed the OCCC Employee Handbook to the members.

Leaugeay Barnes provided copies of “The Criteria for Accreditation” Effective January 1, 2005; optional for fall 2004 from the Handbook of Accreditation.

Debby Martinez demonstrated the use of Angel to view minutes, documents, discussions, policy governance and also to upload files. When the files are put in the drop box Bertha Wise will then post them.

Mark Schneberger gathered some information and has posted it on the discussion board.

Shelly Tevis reported that Mark had created a request for minutes and there was one response from John Inglett. Millie Tibbits had responded and asked if they should send each time they met or a folder for that committee be created and put on angel. Millie will ask Steve Crynes if that will be possible. Shelly will also forward the minutes from John Inglett and send an email asking him to send the future minutes to Steve Crynes. They will be creating a virtual room for the collection of all the documents.

Leaugeay is waiting to hear from Dr. Sechrist as to when he will be able to attend a meeting.

The Steering Committee announced the writer. It will be Jane Carney who had commented that she would like to attend some of the Criterion 1 meetings.

Leaugeay had received the answer to what are the mission documents. She was informed they were whatever the committee decided they were.

FRT (Framed Red Thing) term was adopted by the Steering Committee.

An Email was sent forward by Bertha Wise regarding the resignation of Meghan Morgan and replacing her with someone from that area but there had been no response.

Bertha Wise joined the committee to observe.

Leaugeay informed Bertha that we had done a demonstration on Angel and asked if the virtual room that Steve Crynes was developing was up on Angel. Bertha showed the group where to find the resource room on Angel. The physical documents will be housed in a vacant office in the Arts & Humanities Division.

Max Simmons suggested the first order of business be to adopt a set of mission documents. Leaugeay added that the following documents were discussed at the last meeting as mission documents: Policy Governance, The Way Forward and The Framed Red Thing, In addition the following should be included, The Catalog, Employee Handbook and Student handbook. Achieving the Dream documents and the student handbook can be used as supporting evidence and reference.

The committee read through the criteria again to see if there are any additions or corrections.

1a .2 Add the catalog, employee handbook, and the achieving the dream general information. The College website both employee and public is considered a mission document and should be included with the documents.

1b .1 Equal Opportunity Statement, Respectful Work Environment refers to copy of policy and handbook on the website. FRT, Community development documents related to Capitol Hill Center for the diversity. The end results are yes by the different reports provided by the college, per Millie, the mission documents do not say it.

1b .2 Mission statement General education committee gathering FRT Way Forward

1b .3 Policy Governance, Treatment of People, Actual Data evidence 3-5 years.

1b .4 Congruent with its mission, Employee handbook page 11.

Discussion concluded that the Colleges' policies and procedures are only on the employee home page. The history of the board policies are held by Nancy Gerrity but a question if these are accessible by the public.

Millie asked Bertha if the minutes for the Institutional Policy Review minutes be submitted directly to Steve Crynes and Bertha agreed that Steve could put them in the appropriate folder on Angel. Shelly Tevis will send an email to John Inglett for him to send all of his future minutes to Steve Crynes.

Leaugeay will ask the Steering Committee to clarify the boundaries of doing the work for the other committees.

The committee will begin gathering solid evidence with the supporting documents.

Meeting was adjourned at 4:00pm

Minutes submitted by: Debby Martinez