

Higher Learning Committee
Criterion 1
March 25, 2009
2:30pm – 4:30pm

Present:

Dr. Sechrist, President
Millie Tibbits, Human Resources
Max Simmons, Division of Science and Math
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
Cordell Jordan, Marketing and Public Relations
Debby Martinez, Division of Health Professions

The meeting was called to order.

Dr. Sechrist attended the meeting to observe and answer questions.

The first question was regarding the mission statement. Dr. Sechrist informed the committee that the mission statement is a Board policy which makes the statement official. The Board is about ends and Dr. Sechrist is about the means with freedom to achieve these means within the executive limitations set by the board. It is the Board's responsibility to review the mission document and this is usually done in a five year cycle.

Dr. Sechrist confirmed that the committee was on track in outlining the mission documents. Dr. Sechrist also stated that the Way Forward is the Strategic Plan outline which is the way to achieve our mission and should be considered a mission document. The Annual Plan is available to all employees

There should be a separation between the vision and mission statement. The vision is what you hope to be and the mission is a statement of purpose of why Oklahoma City Community College exists. The College exists to provide higher education opportunities at the Associated Degree and Certificate Level. Oklahoma City Community College empowers our students and community at that level to prepare the students to be successful and effectively help our community grow.

The monitoring reports should be used as support documents as evidence of that the mission statement has been accomplishment.

The Achieving the Dream document is a method not a mission. Therefore would not be considered a mission document but a form of evidence that supports the mission.

Dr. Sechrist said we should start a list of recommendations but it is not the action of this committee to implement them. The committee is to do a self study examine and report any discrepancies.

There was a recommendation to put the short version of the mission statement on the business cards. The business cards are now being printed on campus at our print shop so the cost should be minimal.

Another recommendation was to make the mission statement part of the requirements to be in the syllabus if the college felt it valuable.

The mission statement should be put in more places so it will be more visible to the employees and students which will ultimately reach parts of the community.

Mark Schneberger asked Dr. Sechrist what the college does to make the students understand and support the college's mission. Max Simmons suggested we ask the students why they are here, which goes back to the shorter version of the mission statement which is to get an associates or certificate of mastery. Mark said that the college he came from had their mission statement in every hallway and was included in every syllabus. Dr. Sechrist replied that that was a good question and will think about it. Oklahoma City Community College's abbreviated version of the mission statement is in the College Board room and the Al Snipes room.

There was a question on how to obtain the information we need if there was resistance and Dr. Sechrist directed the committee to contact Bertha Wise.

Dr. Sechrist thanked everyone for serving and left the meeting.

The committee discussed collecting the documentation from the departments and divisions that have their own mission statements. These findings would be considered sub division documents. The department or division mission statements should reflect the new mission statement of the college and if not a recommendation should be made for those to be revised.

Mark Schneberger will compose an email requesting this documentation and he can set the email for the recipient to vote whether they have one or not. A reminder will be sent in the email of the importance of responding. The departments that should have their own

are Human Resources, Information and Instructional Technology Services, and the ones that have Vice Presidents. John Helton said his department has a mission statement on their website and will provide it to the committee.

John Helton suggested that a hierarchy be established of the official support documents to help expedite any future need. This could be easily done with an index.

The minutes were reviewed and a correction was made since the minutes did not reflect that Millie Tibbits was present. After the correction Max moved to accept the minutes and Mark seconded.

A suggestion was made to put the need for the division information on the agenda for the next Deans Council. Shelly will send an email to Anita Rhea.

The next meeting, April 1, 2009, the committee will concentrate on section C. Leaugeay informed the committee that Criterion 1 was behind the curve and needed to start collecting data.

Meeting was adjourned at 4:00pm

Minutes submitted by: Debby Martinez