

## Higher Learning Committee

### Criterion 1

April 28, 2010

3:00pm – 5:00pm

#### Present:

Millie Tibbits, Human Resources

Leaugeay Barnes, Division of Health Professions

Shelly Tevis, Division of Health Professions

Cordell Jordan, Marketing and Public Relations

Max Simmons, Division Science and Math

Leaugeay Barnes began the meeting.

The Criterion 1 document was returned from Jane Carney with the areas that needed revision marked.

The committee then reviewed the document and worked through some of the change as follows.

Leaugeay stated that there had to be proof that the College was following State policy which Millie agreed to go back in her files for the five years for that proof.

Cordell will help Mark with A. 1 question on page 7 just got an answer for, the comment about mission documents b5 come back to this, by students, indeed the mission documents do not say much about learning, does it need, cannot get a degree without learning, prove? Cannot prove it, main thing reviewed and revised every 5 years and is not a formal policy, the 2011 strategic plan will add the revision every 5 years. If necessary included in that report is the mission document and the meeting minutes do reflect this. Is not a policy need to take out every 5 years recap of the minutes, last time was in 2007. Every 5 years is not Mission documents proved by the fact that it is reviewed and approved but revised as necessary. Board of Regents met last time 2007

There was a note in the document on doing graphics in a box and this was clarified that the committee would not be responsible for the graphics or putting any of the information in tables. The formatting and such would be done in the final draft by the writer.

There was discussion on the Survey that was sent to faculty about the mission statement but there is no evidence that people know it.

The statement that Oklahoma City Community College makes all our mission documents easily accessible to the public should be revised to remove the word easily. The documents can be accessed but the process is not easy. A side note that accessible through a link and list the link.

The numbers and percentages of students that received financial aid, the number and the amount of scholarships awarded, the number of OKC GO attendees and the number of international students needs to be compiled. At this time there are more than 500 international students from 62 countries. The contact for Financial Aid is Harold Case, Pat Berryhill handles the scholarship award, and Sergio Gallegos is in charge of the OKC GO attendees. If there is any other information needed in regards to the international students we can contact Sunny Garner.

There needs to be evidence of low turnover which can be documented by the number of applicants and their ethnicity. Millie has access to these statistics and will provide.

There is a way to find out where the jobs were posted and who saw the advertisement from what publication. Millie will pull that information for Fall 2009 and Spring 2010.

The time that elapses for the process of filling a position was an area that needed attention. The time has almost everything to do with increasing diversity. If the College does not have the ability to hire first choice whatever the reason the factors impact the ability to diversify the workforce.

The committee will step up their work on C. Leaugeay will make the changes and will meet with Mark and Cordell tomorrow to further their progress on the document. The remainder of the document was reviewed and notes and assignments were made.

The meeting was adjourned.

Submitted by: Debby Martinez