

Criterion 2
Preparing for the Future Subcommittee
September 26th Minutes

Members Present: Michael Franco, Paul Buckelew, Michael Boyle, Paula Gower, Mary McCoy, Mark Davis, John Boyd, Sunny Garner, Jennifer Ball

Members Not Present: None

Non members present: Bertha Wise

Michael Franco started the meeting by having the members introduce themselves.

Paul Buckelew volunteered to take the minutes at all future meetings.

The next item that was discussed was to set the future meetings. Michael Franco suggested that the subcommittee should meet the Friday following the Steering Committee. The Steering Committee's meetings are scheduled to be on October 10th, November 21st, and December 19th. The Preparing for the Future Subcommittee (P.F.S.) members made a tentative agreement to meet from 1 pm to 2 pm on Friday October 31st and Friday December 5th.

Mr. Franco suggested that the P.F.S. may need to schedule another meeting in the fall 2008 semester depending on what gets done.

Jennifer Ball noted that if there is a problem with scheduling the Instructional Conference Room the new Health Professions Building has a conference room that the P.F.S. could use.

Mr. Franco then passed out a timeline for the overall process. He noted that there was plenty of time to do what we need to do and we need not feel rushed. For the next year, Michael Franco said that we will be gathering data and that today we need to discuss what we need to be collecting in terms of data, artifacts, and other supporting materials.

Bertha Wise noted that Michael will be attending the Higher Learning Commission (H.L.C.) conference and preconference.

The chair noted that he gave out a copy of the H.L.C. Criteria Review; these are the topics that we are responsible for. Mr. Franco went through the document and made more sense of it. Last week at the Steering Committee, Mr. Franco asked where we got this document. He was told that the document was put together in 2007 and therefore is fairly current.

Bertha Wise noted that the Criteria Review was a way to identify various areas. She noted that it was one part out of the entire review. In fact it was one criterion out of five or six. Ms. Wise also noted that there was likely to be overlap between all of them. Ms.

Wise also suggested that specific data that will be required will be requested through Stephen Crynes who has access to all data.

Michael Franco asked Bertha Wise where we were going to store all the supporting documentation. Bertha answered Michael that there will be some hardcopy such as books. However, Bertha pointed out that quite a lot of the material will be electronic. She said that she had been trying to get something set up on ANGEL. Bertha also mentioned that ANGEL has the capability of restricting access to those on the committee and would support ongoing discussions groups. Paul Buckelew added that using ANGEL would allow off campus access to the material.

As of now that is being worked on and has not been fully worked out yet. Bertha also mentioned that the data could be put in a folder on the "I" drive.

Michael then mentioned that at the Steering Committee they suggested each subcommittee come up with a six to ten page outline. At the moment there has been no decision as to who is going to write the report. But whoever it is will put each of the subcommittee outlines into one meaningful report.

Mr. Franco suggested we go through the criteria document as a good starting point. Michael pointed out that bullet point one references the organization's planning documents and he wondered how one could access them.

Ms. Wise noted that we would be dealing with the last ten years of data. However, she cautioned that the criterion have changed since the last visit. She added that it doesn't hurt to look at the last North Central Review (now known as H.L.C.) but not to get tied down to that.

Bertha then stated that the H.L.C. is looking at what you are currently doing and what you will be doing looking forward. Ms. Wise suggested that The Achieving the Dream Initiative, The 2020 Master Site Plan, and year to year planning activities are examples supporting what are future plans are.

Mark Davis, who has been on a H.L.C. site visit, agreed wholeheartedly with Ms. Wise's assertion and he reiterated that the site team will be focused on where we are going in the future.

Michael then suggested that we go through Criteria Two and see if anything is missing and what would be helpful.

Mr. Franco then followed up by stating what Liz Largent's group who is dealing with the Engagement and Service criteria. Their subcommittee listed all areas and assigned a liaison to get all the information. Michael suggested that we could adapt this work plan to our area.

John Boyd said that he could go through the criteria with his Community Development glasses. He suggested that everyone take the criteria and collect the data that you are currently involved in. John thought we could call this “Stage 1”. Mr. Boyd followed with the concept of “Stage 2” where we go outside to find information concerning data outside the committee’s expertise.

Bertha made sure to reiterate that Stephen Crynes would be the central data coordinator to help us and that he would be able to find out what we need and how to go about getting it.

Mr. Franco then suggested we go through the criteria with a fine tooth comb and see what’s listed and add anything that should be listed. He also added to make note of any contact person that could help. We could then compile a list for data requests that we could take to Stephen Crynes that we could use at the next meeting.

Michael Boyle noted that we should also identify any “holes” we have in the committee. He mentioned that for example we do not have any representation from Financial Aid, Student Services, and Social Studies.

The Chair then assigned homework for the group. He asked us to go through the criteria and underline what we are looking for. I.e. Processes and documents mentioned in the document. He added that if you are knowledgeable put down any contact personnel that might be helpful.

Mr. Franco stated that at the next meeting we would share our thoughts and take it from there about what data and liaisons we would need.

Mark Davis also mentioned that we would probably need certain job descriptions that were mentioned in the document. He added that this documentation would be kept in Human Resources.

Jennifer Ball noted that the OCCC Leadership Class would have documentation that we would probably need in reference to the bullet point “The organization uses its human resources effectively”

Mary McCoy stated that most of the documentation would be in some sort of electronic form.

Mr. Davis said that during his last site visit 98% of the supporting documentation was electronic. He added that the school put the information on flash drives and on a website so that made his life easy when compiling the report.

Bertha Wise made a comment that Mark Davis happens to be an HLC evaluator and is very knowledgeable of the process.

Mark then said that we should take the process very seriously and that institutions can learn a lot when conducting a self study. He added that constructive criticism from the team can help the school grow and look forward.

Mark followed up stating that the college he visited stated in their self study the school's mission many times and yet the team could not find any evidence of it anywhere on the campus.

Mary McCoy followed up stating that the site team would be looking for areas of growth.

Mr. Davis stated that we are a good college and that accreditation would probably not be an issue but they would be looking for what's next.

Mark added that there are different types of accreditation. They are accreditation with stipulations and a follow up visit or a ten year accreditation without stipulations. Our goal should be the later.

Mr. Franco then wrapped up the meeting by stating that we will next meet October 31st.

Bertha noted that the HLC handbook is online and that she would send us the link.