

HLC CRITERION 3 COMMITTEE MINUTES

September 24, 2008

The HLC Criterion 3 Committee met Wednesday, September 24, at 3:00 p.m. Those in attendance were Kristy Bailey, Kayla Fessler, Doug Gregory, Peggy Jordan, Catherine Kinyon, Mike Reeves, Susan VanSchuyver, Mary Turner, and Anita Williams. There were no committee members absent.

The first order of business was to find meeting times for the rest of the fall semester. Those times are:

Wednesday, October 22 at 3:00 p.m. (location to be determined)

Thursday, November 13 at 12:30 p.m. (Business/Finance Conference Room)

Thursday, December 4 at 12:30 p.m. (Business/Finance Conference Room)

Kayla Fessler, chairperson, provided the committee members with copies of the following documents:

- Self Study timeline
- List of HLC documents on the "I" drive
- Copy of the Institutional Strengths and Challenges from the 2001 Self Study
- HLC Criterion 3 Review (examples of evidence)
- Monitoring Report of the Assessment Program for OCCC for 2004

The next order of business was a brainstorming session on Criterion 3. The committee recommended the following approach to 3a:

- I. Verify Program Assessment is Occurring
 - A. Obtain a list of all current programs at OCCC
 - B. Deans should mark each program in their respective areas as to whether the program has an assessment plan with measurable outcomes. A simple yes or no would be the starting place.
 - C. Have all outcomes been assessed in the last five years?
 - D. Verify that each program has multiple assessments that are used to make changes in the program.
 - E. Link program assessments to the College mission statement.
- II. Culture of Assessment
 - A. History of the College
 - B. History of Assessment
 - C. What are we doing now? (Handbook, workshops, etc.)
 - D. Continue to improve?

- E. Ends Statements
- F. Planning and Budget
- III. Tools of Assessment
 - A. Program
 - B. Entry Level
 - C. General Education
 - D. Student Support Services
 - E. Surveys (Indirect)
 - F. Course Assessment
- IV. Nontraditional Assessment (Online)
- V. Developmental

The meeting adjourned at 4:15 p.m.