

## Higher Learning Commission Monitoring Report Steering Committee

Wednesday, September 9, 2009

2:00 P.M., G-202

Present: Tim Daugherty, co-chair; Deborah Payne, co-chair; Valerie Barko , Terry Crain, Keith Kendrick, Keith Krapf, Phil Minnis, Gayle Pesavento, John Profilet, Eric Pulley, Julia Schroeder

Absent: Shayne Crawshaw, Kim Dixon, Perry Knop, Anita Petersen

Spring semester ended with the job of asking the three questions to the board of trustees. The responses to these questions are posted on the Accreditation web site. The next thing to be done is to pull all the information together to write the monitoring report to be submitted to the Higher Learning Commission. Each committee member was given a "first draft" of the monitoring report to review.

Tim Daugherty thanked those that had contributed to the monitoring report; especially Valerie Barko and Eric Pulley for their work on the survey (it will be a large part of the report) and Julia Schroeder for her help in writing the report.

Julia Schroeder summarized and reviewed the draft report. Deb Payne said that we have the data needed to support the conclusion. She suggested including items in the original PowerPoint presentation. The PowerPoint shows a concerted effort of the College to address the concerns.

Suggestions for the report:

1. keep it simple and concise;
2. statistical analysis is good;
3. e-mail draft of report to everyone on campus for review and input/suggestions/comments;
4. could add a strong summary statement – "we have addressed and met requirements and look forward to the approval";
5. perhaps add something like "these things are not just a directive response but will be institutional and on-going improvements"; and
6. tie it to the mission of the College.

The report will be revised and e-mailed to committee members for review.

The meeting adjourned at 2:25 p.m.