

Higher Learning Commission Monitoring Report Steering Committee  
Monday, September 15, 2008  
2:00 P.M., G-202

Present: Tim Daugherty, Co-Chair; Deborah Payne, Co-Chair; Sheryl Bleyer, Shayne Crawshaw,  
Keith Kendrick, Perry Knop, Keith Krapf, Phil Minnis, Gayle Pesavento, John Profilet

Others: Carla Haas and Cindy Johnson (representing Julia Schroeder)

Absent: Valerie Barko, Terry Crain, Kim Dixon, Brad McCormick, Eric Pulley, Julia Schroeder

Tim gave an overview for the purpose of the monitoring report: as a result of the February 2007 HLC review of the College's self-study report, the Commission has required a monitoring report to be submitted by November 1, 2009. Areas to be covered in the report are Component 1d (Governance) and Component 1e (Integrity). The monitoring report will have two sections: Part 1 will summarize the types of activities undertaken to improve relationships within the governance structure and to create a climate of trust across the College and Part 2 will discuss the new survey results.

Items of discussion:

- Be transparent with this process as much as possible to keep everyone informed
- Complete survey by February 2009
- Charge now of this committee is to develop survey questions
- Need feedback from committee members from their different departments and groups that they represent to help develop needed questions for survey
- Be sure everyone on campus is correctly informed about the survey prior to it being distributed:
  - Presented and discussed at Department/Staff Meetings
  - Presented and discussed at Faculty/Staff Development Days (Faculty/NTP and LOSA)
  - E-mail (Announce)
  - Hard copy through campus mail (Individual distribution to ALL employees on campus)
- Survey from 2007 accreditation visit (available on College's web site)
- After this survey is done, do something annually to give a measure of how we are doing as an institution.
- Internal and external environmental scan – perhaps do one every three years
- Many positive things/changes have occurred since the last survey in 2007
- Find a way to measure what we are doing to what we say we are supposed to be doing
- Survey must address knowledge and awareness questions

Department chairs present at this meeting will present/discuss at their next department meetings. Tim will present at the faculty/staff development day, operational staff development day, and at College Council.

Next Meeting: Tuesday, October 21, 2008 at 11:00 A.M. in the board room in the administration building.