

Higher Learning Commission Monitoring Report Steering Committee

Monday, November 17, 2008

11:00 A.M., Administration Building Board Room

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

Absent: Terry Crain, Kim Dixon, Perry Knop, Anita Petersen, Eric Pulley, Julia Schroeder

Everyone received a draft of the follow-up survey prior to the meeting for their review. Suggestions from the prior meeting (October 21, 2008) were incorporated into the follow-up survey. The follow-up survey is 11 questions (2 pages). The president and vice-presidents have reviewed and approved the follow-up survey. With the final approval of this committee, the follow-up survey will be given to the board of trustees on November 25 for their information and approval. All levels of leadership will have had an opportunity to review the follow-up survey prior to sending it out to everyone on campus.

Items of discussion:

- Suggestion: Remove the word "important" from questions 1 and 2.
- Reword question 2: "You are comfortable communicating information to administrative leaders above you."
- Questions 4, 6, and 8 are required questions for the survey from HLC.
- The follow-up survey is a good length and a good mix of questions.
- Cover letter should accompany follow-up survey explaining the reason for the follow-up survey (1. To meet the requirements of the follow-up study of the HLC visit and 2. Want to know what people are thinking.)
- Send out an "announce" e-mail week prior telling employees the survey will be coming
- All committee members present approved the follow-up survey, with changes mentioned above, and send the survey out electronically on Monday, February 2, 2009. Return date by Monday, February 9, 2009.
- The format of the survey was discussed. Tim will check on software that will tally the survey automatically.

Tim gave each person a sheet of paper listing some of the improvements that have occurred on campus since the last HLC visit. Another part of the monitoring report will include improvements and documentation (evidence) supporting the improvements that have occurred since the last HLC visit. Tim asked the committee to begin thinking about improvement activities and successful activities that should be included in the monitoring report. Tim said the improvement activities identified on the list show a commitment on the part of the College to be more transparent with regards to communication and will move the College forward.

The survey will be sent out electronically on February 2, 2009 and returned by February 9, 2009. Survey tabulations will be completed by the February 24, 2009, faculty/staff development day so a report can be made then. At the end of February or first part of March, 2009, begin compiling initiated improvements/activities with documentation/evidence. Begin the outline for the monitoring report in March and April.

Anita Petersen was inadvertently omitted from this committee. She will be added and notified of the next meeting. The next meeting will be held in early February. The meeting adjourned at 2:40 p.m.