

CRITERION II SUBCOMMITTEE FOR CORE COMPONENT 2B

STATUS REPORT

Prepared by Sheryl Bleyer

May 23, 2005

The subcommittee for this component consists of J.P. Barrington, Art Walters, Joanna Christopher, Renee Mavigliano, and Sheryl Bleyer (chairperson). We met during the fall semester on November 8, 2004 and again on December 6, 2004. We have not met during the spring 2005 semester.

The purposes of the first two meetings were to discuss examples of evidence and assign members to gather examples of evidence identified. The minutes of both meetings are attached. At this time, the following list identifies examples of evidence collected by this subcommittee for Criterion II Core Component 2b.

- Copies of The Plan for FY2002 through FY2005
- Copies of the Annual Budget for FY2000-2002, FY2001-2002, FY2002-2003, FY2003-2004
- Copies of Financial Reports for Years ended in June 30, 2001-2004
- Apportionment Analysis, Total Hours by Fiscal Year from 1969 through 2004
- Apportionment Analysis Total Hours by Fiscal Year Data and Characteristics from ICCB, Annual Apportionment FTE comparing John A. Logan, Kaskaskia, Rend Lake, Shawnee, and Southeastern Colleges
- W-2's issued from years 1968 through 2003
- ICCB Total Revenue History Comparison for FY68 - FY05
- Adopted Budget History Operating Funds for FY68 - FY05
- Expenditure History Operating Funds for FY68 - FY05
- Revenue/Expenditure Comparison of Operating Funds FY94-FY04
- Employment Count for FY01, FY02, FY03, and FY04
- Facility Data Summary Report for years 1998, 2000, and 2004 (years of major building projects)
- Technology Plan for FY 05
- Online Enrollment Figures for Summer 2003, Fall 2003, Spring 2004, Summer 2004, and Fall 2004
- Supplemental Using Blackboard Enrollment for Summer 2003, Fall 2003, Spring 2004, and Fall 2004
- Faculty and Staff Training Workshop Schedule
- Faculty and Staff Development Day Schedule and Evaluations
- Administrative Procedure 301, Standing Committees of the College
- Minutes of Curriculum and Instruction Committee
- Information gathered by Renee Mavigliano during an interview with Jim Harris about procedures developed by Curriculum & Instruction Committee for Developing New Courses

A meeting of the available committee members is planned for this summer to discuss materials gathered through the Chicago trip. We will formulate questions to include on the HLC Worksheet and assign individuals to collect data from possible sources identified during this meeting.

MEETING MINUTES
CRITERION II SUBCOMMITTEE FOR CORE COMPONENT 2B

November 8, 2004
2:00 p.m.

Present: J. P. Barrington, Renee Mavigliano, Joanna Christopher, Art Walters, Sheryl Bleyer (chair), and Dr. Debra Payne

Absent: None

The purpose of this subcommittee was explained to the members and examples of evidence from the NCA handbook were reviewed. Dr. Payne was invited to attend this meeting to answer any questions regarding Criterion II. After discussing the possible type of evidence needed to support this component as well as the time frame to consider, committee members were assigned to gather evidence as follows:

J. P. will provide a copy of the Plan, the Technology Plan and audits from the last 4 years, the current budget, and a historical perspective of college growth.

Art will provide data related to our physical facilities to include statistics from the last two major building projects (square footage added, # of classroom, labs, offices, etc.), and personnel additions to support the additional space.

Renee will provide a list of standing committees at the college and the administrative procedures associated with these committees. She will contact Jim Harris, chair of the Curriculum and Instruction committee, to determine the procedures followed within that standing committee. Of primary interest is how standing committee procedures impact the college's plans for maintaining and strengthening its educational programs.

Joanna will contact Tom Bell and Steve McLaughlin to determine the utilization of technology for instructional purposes, specifically the use of Blackboard.

It was noted that several documents are available on the college's Intranet. Several examples were given which could be considered indicators for this component such as faculty and non-teaching professionals development opportunities, operational staff development opportunities, the introduction of flexible class time scheduling such as block classes and Friday classes, as well as new curriculum development.

It was decided that this subcommittee will meet again on **December 6 at 2:00 in room G202** to examine the evidence gathered and begin to summarize the findings. The meeting was adjourned at 3:10 p.m.

Submitted by Sheryl Bleyer

MEETING MINUTES
CRITERION II SUBCOMMITTEE FOR CORE COMPONENT 2B

December 6, 2004
2:00 p.m.

Present: J. P. Barrington, Joanna Christopher, Art Walters, Sheryl Bleyer (chair)
Absent: ,Renee Mavigliano

The subcommittee met to review examples of evidence collected by each member as assigned during the previous meeting. The examples evidence and discussion are as follows:

J. P. provided copies of the Plan, the Annual Budget, and Financial Reports covering the last four fiscal years. He also submitted the Technology Plan for fiscal year 2005, and several charts of data which provide a historical perspective of the college's growth. It is believed that these documents address the historical abilities of the college to achieve planning goals and offers proof that the college is able to meet future needs of the organization.

Art provided data related to our physical facilities to include statistics from building project during fiscal years 1998, 2000, and 2004. This report shows square footage added and classified according to type of space (# of classroom, labs, offices, etc.), and employee counts for those same years. This shows the correlation of human resources growth to facility growth.

Joanna provided documentation related to students enrolled in online courses as well as students enrolled in courses using Blackboard to supplement instruction. These enrollment figures cover a time period from summer 2003 to the present fall 2004 semester. A flyer announcing training for faculty and staff was also submitted as evidence of the college's commitment to provide support for new technologies. It was stated that while this flyer supports faculty development specifically, other areas of the college provide regular development opportunities as well. Even though there has been a great increase in this type of training and development, it was agreed that there is room for improvement when considering the investment made by the college related to the current usage.

The activities of the Curriculum and Instruction committee were discussed as a primary indicator that the college's planning process is flexible enough to respond to unanticipated needs and documents the history of meeting planning goals. Specific examples cited were the introduction of flexible class time scheduling such as block classes and Friday classes, approval of online course delivery, as well as new curriculum development. It was stated that there is clear evidence that the college has a history of meeting planning goals when considering that each program approved by this standing committee has been implemented.

All subcommittee members were thanked for their contributions. They were informed that the chairs of all Criterion II subcommittees will meet again on January 27, 2005 at 2:00 in room G202 to examine the evidence gathered and begin to summarize the findings. The next full committee meeting for Criterion II will be held on February 17, 2005 at 2:00 in room G202. The meeting was adjourned at 3:30 p.m.

Submitted by Sheryl Bleyer