

NCA CRITERION TWO SUBCOMMITTEE 2d
Meeting of November 5, 2004

The Criterion Two Subcommittee dealing with core component 2d met at 9:00 a.m. on Friday, November 5, 2004, in the Conference Room of the Administration Building.

Subcommittee members present were Mike Bitting, Jody Hart, subcommittee chair Donna Glodjo, and Jerry Parker. Debra Grisham was absent. Also present was Criterion Two Co-Chair Deb Payne.

Dr. clarified the charge of this subcommittee: "All levels of planning align with the organization's mission, thereby enhancing its capacity to fulfill that mission."

There was discussion on each of the examples of evidence listed in the criteria for accreditation. It was decided that the first committee effort should be to gather information regarding the planning processes from all levels of each division of the College. Some suggested questions included:

- "Do you have a plan?"
- "Can you describe it?"
- "Who is involved in the process?"
- "How flexible is the process to changing needs?"
- "What kinds of things do you look for to evaluate and redefine?"
- "Who gets feedback and is that feedback evaluated?"
- "What kinds of things are you asked to do in the process?"
- "Do you have something in writing that shows your plan or process?" (Get a copy if available.)

Subcommittee members agreed to begin researching and interviewing as follows:

- Jody Hart – Business Services Division
- Mike Bitting – Administrative Services Division
- Jerry Parker – Instructional Services Division
- Donna Glodjo – President/Board of Trustees

It was agreed that each person will note their findings and a meeting will be scheduled in mid to late January to discuss the information collected.

Each member present received a complete set of the accreditation criteria, a copy of the mission statement and goals, and a new organizational chart. Copies of *The Plan* and the FY2004 Progress Report on *The Plan* are being sent to each subcommittee member via campus mail.