

John A. Logan College

**CRITERION THREE COMMITTEE MEETING
The Higher Learning Commission of North Central Association**

January 25, 2005

Those present for the meeting were as follows: Cheryl Barrall, Cheryl Bernhardt, Rebecca Clifford, Denise Crews, Cheryl Diedrick, Michiko Eberle, Brenda Erickson, Carla Haas, Michelle Hamilton, Jim Harris, Stephanie Chaney-Hartford, Mabel Hayes, Beverly McCabe, Cindy Minor, Harry Mosley, Anita Petersen, Julia Schroeder, Judy Vineyard, Greg Walker. Those absent were Tom Cardwell, Mallory Childers, Mike Seagle.

The committee met on Tuesday, January 25, 2005 at 11:00 a.m. Dr. Julia Schroeder opened the meeting stating that everyone could get their food and the meeting would begin. There was a handout of An Assessment Framework for the Community College, Criterion Three: Student Learning and Effective Teaching, North Central Association Criterion 3b Questionnaire and the Requested Survey Questions for Faculty, Criterion Four- Attachment 5, minutes of the October 26th meeting..

Dr. Schroeder stated that the credit hours were up 10.5% over last fall. Dr. Peterson had told Dr. Schroeder that we were up 3,500 credit hours and up 300 students for spring. Right now that is 6.8% increase over last spring and this will be the largest spring in history. Dr. Schroeder stated that the impact of this spring that makes it so great is that with our new community health building opening last spring, there was concern that we might not see as much an increase in students and credit hours this spring. The credit hours increase are campus wide, not just at the community health center. Then Dr. Schroeder referred to the handout of the reports everyone was given. The first document was put together by Stacy Buckingham of the Criterion Four group, identifying all the different places people could go to use as a resource to gather information. Dr. Erickson and Dr. Schroeder thought that it was a wonderful document to share with everyone. The next handout titled Criterion Three: Student Learning and Effective Teaching, was the report that Dr. Erickson and Dr. Schroeder submitted when they met with the other criterion groups. This report was based on what the committee had given to Dr. Erickson and Dr. Schroeder. Several committee members have talked about the faculty survey that will be used and the survey will go to the other criterion groups. Everyone also received a copy of the minutes from the last meeting, which was held on October 26, 2004, which was for the all the co-chairs.

Dr. Schroeder mentioned that a new member was in the group, Mabel Hayes, who is replacing Lauralyn Cima. Lauralyn was a chair of a sub-committee and Mabel will now chair the sub-committee. Dr. Schroeder then mentioned the other handout, An Assessment Framework for the Community College, which was produced by the League for Innovation, Dr. Schroeder stated that this is an outstanding framework for the committee. Dr. Erickson and Dr. Schroeder had already review the document and Dr.

Erickson stated that we are already doing a number of items that are mentioned in the document. Dr. Schroeder did encourage the committee to read the document.

Dr. Schroeder announced that Jo Nast left to accept a position at S.I.U.- Carbondale. Her absence has left a vacancy to fill on the Higher Learning Commission and our accreditation process. Dr. Schroeder stated that the College has replaced that vacancy as far as working with Dr. Peterson as a co-chair, with Dr. Deborah Payne. Dr. Schroeder asked if anyone had any questions at this time.

Dr. Erickson asked that everyone on the committee introduce themselves and where they work, so that the committee will all know one another. Introductions were made.

Dr. Erickson wanted to comment on referring to the document of the summary of the committee's first report. Dr. Erickson stated that she edited the reports, and if the committee felt she had edited too much, please let her know. Dr. Erickson stated that there would be reports from the four groups today. She asked that everyone just give a short report, just a synopsis of what has been accomplished. Dr. Erickson also stated that she wanted to hear ideas from the group relating to 3b, about time lines. Dr. Erickson wanted to identify some resource that will be coming out of Criterion 3, similar to what has come from Criterion 4.

Dr. Erickson called on group **3a**, which is chaired by Tom Cardwell, who was absent due to a family illness, and Cheryl Barrall, Beverly McCabe, Cheryl Diedrick, Greg Walker. Dr. Schroeder mentioned that she had met with Tom and discussed the report and tried to reword some of the information that had originally been provided. Dr. Erickson commented on the resources, because this group refers to goals for student learning and one of the bolded comments was on effective assessment. Dr. Erickson said she is getting a lot of questions from this group on assessment. The resource document will be all the minutes of the meetings from the Assessment Initiative that occurred since, spring 1997. All the minutes will be available, which are bound and provided to everyone who is working on the NCA and Dr. Erickson believes that you can find a lot of the answers in those minutes. She stated that she believed that might not be the quickest way, but it would be a start. Dr. Erickson stated that Cheryl Diedrick had a question about language, and it referred to multiple direct and indirect measures. That prompted Dr. Erickson to go to NCA and find out who is our liaison . There is a liaison that has been assigned to John A. Logan College, if there are questions about language. His name is J. Taylor and his e-mail address is jtaylor@hlcommission.org . Dr. Schroeder mentioned that J. Taylor was actually the designated representative for the entire state of Illinois. Dr. Erickson asked if there was anything more on 3a.

Dr. Erickson then moved to the **3b** group comprised of Cheryl Bernhardt, chair, Denise Crews, Michiko Eberle, Jim Harris, Harris Mosley. It was mentioned Cheryl's committee met last Friday, which Dr. Erickson attended. As a result of that meeting, Cheryl had a small verbal report to give. Cheryl had also given Dr. Erickson a written report. Cheryl mentioned there was a revision of the faculty survey questions. She gave copies to the committee. Cheryl stated that it will identify four years of teaching

experience, and in number 4 wanted to specifically target professional organizations and activities in which faculty actively participate. There is also an appendix regarding a survey to department heads regarding methods of developing curricula content and new courses. That survey has been concluded. Eric Pulley has summarized the information from the fall. The areas that Cheryl felt there was progress being made on was assessment of the content from the responses from the department heads and that relates to the first criterion that is being justified in terms of qualified faculty, in terms of curricula content. Qualified faculty will be determined from the qualifications survey results that we received from the responses that will be administered to faculty. Cheryl mentioned that she has excellent committee members who are terrific to work with.

Dr. Erickson stated that the faculty survey is one of the major documents for gathering data. Dr. Schroeder added she felt it very important that everyone have that document. She asked that Cheryl e-mail the document to Barbara Throgmorton as an e-mail attachment. Dr. Schroeder was concerned that there maybe some questions that some of the other sub-committees could have and this would give them an opportunity to look over the document. Cheryl stated that she would e-mail it this date.

Dr. Erickson then called on **3c** which is comprised of Mabel Hayes, chair, Rebecca Clifford, Carla Haas, Cindy Minor, Anita Petersen. Mabel stated she did get a folder from Lauralyn and had time to review it. The committee had done an excellent job in identifying who does what, and what they do. The critical part will be how has that been evaluated and is it a satisfactory process and how you determine if it is a satisfactory process. Mabel stated that NCA is not going to be concerned that we all got together and discussed it and it is a good thing. They want to see what proof the committees have for evaluating and looking at the entire process. Dr. Erickson stated that it is important in identifying our strengths, we all need to look with a critical eye for opportunities for improvement. What needs to be improved and how we intend to improve.

Dr. Erickson called on **3d** which includes Judy Vineyard, chair, Stephanie Chaney-Hartford, Mallory Childers, Michelle Hamilton, Mike Seagle, absent. Judy reported that the committee had met in December and would be gathering material after the spring semester was underway. The LRC budget was going to be looked at and other assessment areas to reflect academic success.

Dr. Erickson asked if there was any comments. Dr. Erickson wanted to discuss timelines. There was a meeting in December for a master of timelines. First choice for a visit is February 5 – 7, 2007. Second choice is March 5 – 7, 2007. Third choice is earlier one, November 13 – 15, 2006. The earliest scenario would be to have documents for review by fall, 2006. Dr. Erickson stated that criterion 3b is very concerned about the faculty survey, and the turnaround time. Plan A would be that the faculty survey would be ready to be sent by April 13th. The survey would have to be returned by May 4th. That would give Eric Pulley time to organize data. Dr. Schroeder stated make a turnaround time shorter. Plan B would be to have the survey ready to go on fall faculty day of 2005. The concern is that we don't want to be too early that the data is not timely. Cheryl Bernhardt asked that other questions could be added to the survey and that would give other

committees a chance to add questions. That way there would only be one survey going to faculty instead of numerous surveys. Discussion followed regarding questions on the survey. Anita Petersen suggested the survey go out with the Office Teaching Schedules. Mabel Hayes stated that August and September is a bad time for Eric to process the survey. Eric has large reports due during that time. Turn around time would be better in April. More discussion followed. It was thought that maybe April 18th for the survey to go out with an April 29th deadline.

It was mentioned that term faculty be included in the survey. Dr. Erickson asked how much of our faculty is term and Dr. Schroeder replied 25% of faculty. Discussion followed. Dr. Schroeder felt that the term needed to be included since the Higher Learning Commission might think it would be an oversight not to include that group. There would be questions on the survey that would have to be reworded. Discussion followed on the format of the questions on survey.

Faculty were excused to go to their noon class.

The committee was asked for any additional comments. General comments were made about the excellent job the committee thought the overall committee was doing. Dr. Schroeder and Dr. Erickson will be meeting with co-chairs Dr. Payne and Dr. Peterson within the next couple of weeks.

The meeting was adjourned at 12:00 noon.