

## **Criterion 3 Meeting Sub-Committee Chairs, September 15, 2005**

Criterion 3 Sub-Committee Chairs present: Tom Cardwell, Cheryl Bernhardt, Mabel Hayes, Judy Vineyard, Criterion 3 Co-Chairs present: Dr. Julia Schroeder, Dr. Brenda Erickson

Dr. Schroeder opened the meeting by having everyone look at the handouts of the Core Component that related specifically to each sub-chair. Each handout has information which was compiled this summer and each sub-chair also has a copy of the Higher Learning Commission Worksheet. Dr. Schroeder stated Mabel Hayes, Deborah Payne and Eric Pulley met and specifically requested the shows evidence and answers questions. Dr. Schroeder and Dr. Erickson decided the Illinois Eastern document which was handed out, might be the best one to reference, while working within the sub-committees..

### **Higher Learning Commission Worksheet**

Dr Schroeder mentioned that in looking for evidence, on the work sheet, under the column **Possible Data Sources**, you will find what was identified earlier, and where the sub-committee chair can find the evidence. There is a need to provide a statement of what was found. Dr. Schroeder mentioned she and Dr. Erickson had discussed in their meeting that one problem the group will have is some of the evidence needed will come from the faculty survey. Dr. Schroeder said the faculty survey has been administered and compiled and it was her understanding the non-teaching professional and operational surveys should be out soon.

### **Core Components**

Dr. Erickson referred to the handout listing the supporting evidence for each core component to answer the questions, this information came from Mabel Hayes. Mabel also sent the committee copies of two separate studies, one from Paradise Valley and one from the Illinois Eastern Community College. Dr. Schroeder and Dr. Erickson agreed the Illinois Eastern Community College was a “closer fit” at the present time. Mabel Hayes also agreed. Mabel stated the format was easier to follow. Mabel also stated Illinois Eastern Community College had already had their visit and they did very well. Dr. Erickson mentioned the sub-committee chairs could use this example for the format for their evidence, etc.

### **Surveys**

Dr. Erickson also mentioned the importance of the survey results from the term faculty, non-teaching professional, and operational staff, as well as the full-time faculty. The next surveys to go out will be to the NTP, operational staff and term faculty. Dr. Erickson said the committee will not have access to the evidence from the full-time faculty results until after the other surveys come back. Because they don't want to taint any of the

responses on these other surveys. It was mentioned there are some things that can be drafted now, while waiting on the survey results. Dr. Erickson said Dr. Payne would like to meet on October 3<sup>rd</sup> with Dr. Schroeder and Dr. Erickson to see the status of the draft. Dr. Erickson mentioned it is not known, if there is not enough time to accomplish the draft from the surveys. Dr. Schroeder stated she had explained to Dr. Payne the sub-committee would do everything possible without the survey. Dr. Schroeder stated Dr. Payne said she understood. Dr. Payne said there were other groups needing the results of the survey to complete their evidence also.

### **Chart on Core Components**

Dr. Erickson asked who replaced Beverly McCabe. It was later discovered that Christy McBride replaced Beverly. Dr. Erickson referred to handout of a chart for each of the components, to help in the sub-committee chairs to organize their committee. Dr. Erickson wanted to confirm who was on each of the Core Component 3a, 3b, 3c, 3d and their assignment. She confirmed these with each of the sub-committee chairs. Discussion was held with each sub-committee chair about their respective committee and assignments. Dr. Schroeder emphasized that each group should go to their data sources and actually gather information.

### **Format**

Questions were then asked from the sub-committee chairs about format, assignments, and discussion was held. Mabel said that Microsoft word would be the easiest software to use. Dr. Schroeder stated evidence that they are waiting on should be put in red on the document, so it will be recognized and not overlooked. Also, state they are waiting on review. Tom Cardwell asked if it could be put in word perfect and change it then. Mabel stated as long as she can cut and paste it. Dr. Schroeder said it could be put in rich text.

Cheryl Bernhardt asked what type of deadline. Dr. Schroeder stated that there will be another meeting date. Dr. Erickson said to remember that it is a draft, just writing what we know right now, using the format. The next meeting was set for **Wednesday, September 28<sup>th</sup> at 1:00 p.m. in the Administration Building Conference Room.**

Dr. Schroeder asked that the reports from the sub-committee chairs be placed on a disc, or CD or send it electronically. Discussion was held on the language of the reports and different writing styles. It was mentioned that in the final analysis, Mabel and Dr. Payne will be sorting through it all to make sure it is a readable document.

### **Survey Problem**

Dr. Erickson mentioned there is a problem that she wanted to bring forward to the group. There was discussion from Judy Vineyard's criterion group that they wanted the opportunity to ask additional questions to the NTP, operational staff and term faculty survey, other than what was on the full-time faculty survey. Dr. Erickson mentioned that Eric Pulley said the surveys are going out and she mentioned she didn't know if

additional questions had been added. It is 3d, question 1. Dr. Erickson asked the other sub-committee chairs, if they had any additional questions. Dr. Schroeder asked Mabel if the surveys had gone out yet, and Mabel said she thought they were going out now. Dr. Schroeder mentioned that the surveys are needed for the information in order to compile their reports. Judy Vineyard was unsure if her additional questions were going to be on the survey. Dr. Schroeder mentioned we truly should be looking at what the surveys show and making recommendations. There may be an additional survey go out later, which would give everyone an opportunity to put on additional questions. Dr. Erickson asked if it would be maybe next spring for the additional survey. Dr. Schroeder mentioned that Dr. Payne had the schedule and they are confident that we will not be in the **fall cycle**, we are thinking of spring. Definitely the faculty one will be done in the spring. On the faculty survey there were questions asking what group are you associated with and other identifying questions. Some of the faculty stated they would not answer those questions, because it could reveal their identity. Dr. Schroeder said some faculty refused to answer those questions for fear of being targeted. Discussion followed. It was suggested that Cheryl's group ask the affiliation questions in a separate document. Cheryl Bernhardt asked for clarification of 70% that had response, was it 70% responded or 70% total did not answer question. It was mentioned that only 70% responded to the survey. It was mentioned possibly taking the question off regarding "which group do you have an affiliation" for future surveys. That question would be stricken from the NTP, Term Faculty and operational staff. More discussion followed on how to send survey out and questions about professional organizations.

Dr. Erickson asked that the questions for the surveys be discussed at the Co-Chairs meeting on October 3<sup>rd</sup>. She asked that it be on the agenda.

More discussion was held on what questions might the faculty respond to on the survey. Dr. Schroeder stated that she had not seen the actual survey, she only saw a compilation of all the responses, she stated there were people she felt that maybe did not answer many parts of the survey due to the identifying question, which is something that was not anticipated.

Dr. Erickson asked Judy Vineyard to ask her committee about what questions had not been good on the survey. Judy asked if she could have a copy of the survey for faculty and NTP. Dr. Erickson asked for a blank copy of all the surveys be sent to her. Mabel Hayes stated she would send them to Dr. Erickson.

Tom Cardwell questioned why #6 was omitted from his core component sheet, Dr. Erickson stated that was just in error. Mabel Hayes was going to double check. Later Mabel stated there had been an omission and it would be added. Cheryl Bernhardt had a question on her first item, faculty qualifications. Did the faculty respond to that question, because it dealt with academic rank, highest degree, teaching experience. etc. Dr. Schroeder said that many did not. Dr. Schroeder also stated there was just a lot of paranoia with the survey. Dr. Schroeder stated Clay Brewer did give her something on degree, experience, but a comparison was hoped to be done with the survey. Discussion followed about the concern of the faculty not responding and the evidence needed.

Judy Vineyard had a question about the Illinois Eastern document, regarding her committee attempts to define exactly what they were looking for and whether it was just a learning resource center or odd places. Judy referred to their responses as the learning resource center or library in particular. Which is easy for their group, Judy stated she felt her group was looking so broad, making sure they wouldn't forget any clinic or lab, they would have to answer it college wide, not just learning resource center. Judy felt confident that her group could easily do what Illinois Eastern had accomplished. She asked Dr. Erickson and Dr. Schroeder what the committee was wanting. Discussion followed. It was felt it should be broadened.

Dr. Schroeder and Dr. Erickson thanked the sub-committee chairs and told them, if they had any questions to contact them. Dr. Schroeder stated she was sorry to give the news about the survey, but felt everyone should know and it was disappointing to the committee. More discussion followed.

Meeting closed at 3:00 p.m.

9/21/05

.