

### **Attachment 3**

#### **John A. Logan College**

#### **CRITERION FOUR COMMITTEE MEETING**

**September 16, 2004**

Those present for the meeting were as follows: Rebecca Borgsmiller, Stacy Buckingham, Ron Parks, Keith Kendrick, Jerry Bechtel, Mik Sawicki, Sue Trammell, Stacy Holloway, Jo Nast, Larry Peterson, Carol Mitchell, Eric Pulley, Greg Stettler, Cheryl Thomas, Barbara Throgmorton, Roberta Brown, Mary Ellen Abell, Linda Graves

Committee members not present: Clay Brewer, Dale Marrs, Monique Galvin, Nathan Arnett, Nita Lowery, Steve McLaughlin, Susan May

The committee met September 16, 2004 at 11:00 a.m. Stacy Buckingham opened the meeting. Stacy mentioned a few members of the committee that could not attend had contacted her to let her know that they would not be attending. There were handouts that each committee member received. Stacy stated that the Criterion Four only met one time in the late spring and there have been some changes to the membership, people have left the committee and people have been added to the committee. This will be the only meeting we will have this fall semester as a whole committee. It is planned that the committee will meet again in spring. This fall is planned for the sub-committees to meet and begin their work. The committee has been divided into four sub-committees. Within Criterion Four there are four sub-components which corresponds to the four sub-committees, which are composed of a mixture of faculty and staff. Also, there is a Chair of each sub-committee. Stacy mentioned chairs were selected because they possibly had past experience with North Central. She mentioned that Eric Pulley was very involved with North Central last time and that Sue Trammell had some experience while working at Rend Lake. Cheryl Thomas has had a lot of experience in writing in the grant areas and Nita Lowrey also has writing experience. It was mentioned we need to try to keep the sub-committees on track throughout this semester. All the co-chairs have met with Jo Nast and Dr. Peterson. Dr. Peterson has taken over from Dr. Maxine Pyle. The co-chairs of the five criterions have met with Jo Nast and Dr. Peterson. Rebecca Borgsmiller and Stacy Buckingham have met with the people that are heading up the sub-committees. Stacy mentioned that one of the things that everyone needed to try and do at this meeting, is to get into the sub-committee and look at your individual schedules and set up meetings for the sub-committee in September and meet again in mid-October and probably in November. Rebecca and Stacy will try get together with the sub-committees during their individual meetings. Stacy then turned the meeting over to Rebecca.

Rebecca Borgsmiller stated first off that North Central is a process that has been around for a long time, but this year the upcoming cycle will be different, so there is a lack of evidence, and a lack of what other colleges have done to look at presently for guidance. In April there will be a meeting in Chicago, and after that point we hope to have more specific information because some people will have been through the complete cycle already. It was suggested that the sub-

committees be broader in the scope to begin with this fall. First of all, need to get to know your committee members. Rebecca referred to the handout showing Chapter 3: The Criteria for Accreditation from the handbook and asked that everyone read it thoroughly before the first sub-committee meeting, ask questions. In reading the handout think about how each person fits into the sub-committee, what kind of background, what kind of expertise can each person bring to help support the sub-committee. Rebecca mentioned that a question came up in the meeting of the heads of the sub-committee that in Section 4C, it mentions scholarship, a question was ask “are we talking money or we talking different definition of scholarship” ? The first two pages are a little broader in terms of one sentence definition of the criterion and the component you are working on. On page 3.4-14 at the bottom Rebecca read where it states that “scholarship” is not defined as money. It is scholarship within a discipline. Rebecca stated that there may be questions as you read the first two pages, some of those might be sorted out in the following pages, but you can write a consensus on some of those answers within your group and if you have a questions you simply cannot answer, bring questions to Stacy or Rebecca and they will get answers back to you working through the process. Everyone was asked to look at the new mission statement. Make yourself familiar with the mission statement. If you need a copy of the mission statement, contact Rebecca or Stacy. Rebecca mentioned that Eric Pulley has a list that he developed and that has all the surveys and this list will be on line. It was suggested that you work through Eric’s office before doing a survey. There may be one survey that will serve several purposes.

Sue Trammell asked if there was a contact person at North Central that John A. Logan has been assigned. Rebecca responded that we want one central office making the contact. Jo Nast office will be the office making the contacts.

Jo Nast mentioned that we do not have a contact person as yet. Jo mentioned that we will have access to North Central personnel on anything that we want. Jo also stated that North Central has always been extremely helpful.

Rebecca wanted to mention the appreciation for everyone attending the meeting and emphasized that this is a major commitment and the College wants everyone to make a commitment and show up for the meetings and to share the load on the sub-committee. Rebecca then asked Dr. Peterson if he had anything he would like to say.

Dr. Peterson thanked everyone for attending and mentioned he had met earlier with the co-chairs. Dr. Peterson also met with everyone in the administrative division and wanted to stress how important North Central is to this institution and the priority we must give to it. He stated even though we are not going to be able to aggressively attack the process, until after the April conference in 2005, but by the time people take vacations and travel, the summer of 2005, we will be in to fall, 2005, and although the spring visit is not until 2007, we must have it finalized by fall, 2006. Even though we are starting early, even early enough that we do not have contact person yet, we have to start thinking of putting this process together and building on what we are doing with the sub-committees making sure that the chairs and co-chairs have all the information they need. Dr. Peterson again emphasized that this is a priority to this institution. He stated most people at the College do not realize that everything hinges on our accreditation. By starting early, he then referred to the handout which gave time guidelines, Dr. Peterson stated that we

want to manage the process, and not have the process to manage us. We don't want to have to react to the timelines, he stressed to continue to work and meet with the committee, he again stressed the importance of North Central and that it has to have complete commitment. He again thanked everyone for attending.

Rebecca Borgsmiller then stated to refer to the handout and look at the time guidelines. She then asked for questions from the committee.

Dr. Sawicki asked about the timeline which states submitting a draft in Fall, 2006, are we thinking about interaction with North Central prior to the fall?

Dr. Petersen answered that we will have input and Jo Nast also stated that we will have constant interaction with North Central Association. Jo stated that when we are assigned our contact person they will be asking for all different kinds of information. We will be working with them on an ongoing basis. That also is why we are going to the conference in Chicago in April. There will be other conferences that North Central will be offering. There will be conferences on special issues as assessment and different kinds of things that they will want to see what we are doing and there will be a lot of interaction.

Dr. Petersen stated that part of what will come out of the conferences is that we will get an actual working blue print from these people on what we will be doing. This will be a process that we will be in constant communication with the NCA people and we will not fly blindly.

Ron Parks asked who will be attending the NCA meeting. Dr. Peterson said that to work through the committee co-chairs and that the co-chairs will be expected to attend.

Linda Graves asked that it was mentioned at a previous meeting that we will not be the first school to go through this new process. Jo Nast said no, we would not be the first. In January 2005, the new criteria goes into effect officially. This fall there are some pilot schools that are using the criteria for their self-study. We will have some examples. But the mainstream regular accreditation process where everyone has to use the criteria does not become official until January. So, all visits scheduled after that time will be using the new criteria. What Jo is hoping to have by the conference in April is some self-study to work from, the pilot schools in the fall and those schools who will be going through the self-study in the previous months to the actual conference. Self-studies usually occur throughout the school year. In the past we have gathered as many self-studies from peer institutions and distributed them to everyone. There will be similarities of criteria from the past but, there are a lot of changes and more emphasis on system analysis, etc. Jo stated this is another reason we need to begin working on the North Central now to be sure we have our system analysis, etc. and what we need to address these things. Jo stated that we don't want to recreate the wheel. The one thing the annual meeting does provide is that they have sessions on each criterion. There would be a session on Criterion Four and North Central will provide information at that time of what they expect. The hope now is, since the meeting is in April there will actually be people that are in charge of writing that criterion at their institution who will be part of the sessions as well.

Mik Sawicki mentioned that probably there will be other schools evaluated this coming spring. These schools would have a draft and Jo said that she would be able to get the names of the schools.

Mary Ellen Abell mentioned Shawnee Community College has sent their report in, but Jo said that Shawnee was using the old process. Jo mentioned that Shawnee's NCA self-study is on their web site. If anyone is interested, but it is the old stuff, although there are similarities in some of the criteria. Jo mentioned that Eric Pulley will have information on the intranet for all committees to access. Discussion followed about the importance of using the intranet.

Rebecca Borgsmiller mentioned that we need to keep the information that we collect as evidence. It was asked do we have a location yet of where we will be keeping the documents and Jo's response was not as yet.

Rebecca Borgsmiller and Jo agreed that we do need to keep the documents within our committees. Jo stressed that is very important to keep the documents and that other colleges are keeping the information on the intranet as storage also. So that everyone has access across the committees. Jo mentioned that the committees will be working more closely and interacting more on this North Central study. Sub-committee chairs will need to work more closely with other sub-committee chairs. In checking with the Criterion Four there is a lot of assessment in it and assessment is also in Criterion Three so there will have to be communication across the committees and the intranet can facilitate with the communication between the committees.

Rebecca Borgsmiller mentioned about SICCM having a "Building an Effective Assessment Program" on our campus September 28<sup>th</sup>. Those that are interested in attending contact Barbara Throgmorton of the Vice President for Instruction office. Barbara will be handling the registration. There are brochures in the Vice President for Instruction office.

Dr. Peterson mentioned that everyone on the North Central committee will be receiving information on the SICCM workshop.

Rebecca Borgsmiller asked for any other questions from the committee before they break into their sub-committees.

At that time, the committee convened into their appropriate sub-committees.

The meeting adjourned at 12:00 noon.

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