

John A. Logan College
The Higher Learning Commission
(North Central Association)

Minutes of the Meeting:

The John A. Logan College, Higher Learning Commission, Criterion Five Committee met at 2:00pm, Thursday February 10, 2005 in the Terrace Dining Room.

Members Present:

Phil Minnis
Lisa Hudgens
Kay Fleming
Kathirave Giritharan
Cindy Russell
Adrienne Barkley-Giffin
Barry Hancock
Mark Henson
Michelle Parker Clark
Tom Bell
Darren Pulley
Roxanne Brewer
Mary O'Hara
Marilyn Toliver
Sheila Colombo
Elizabeth Bailey Smith
Sharon Colombo

Members Absent:

Elaine Parker (attending the ICEARY conference)
Shayne Crawshaw
Mike Morgan
Bill Gayer
Steve O'Keefe
Bob Fester
Chris Georgantas

The meeting began at 2:00 p.m. Personnel changes within the committees were discussed. Since Jo Nast, Co-chair of the Higher Learning Commission accepted a position with Southern Illinois University; Dr. Debra Payne was reassigned to Co-chair with Dr. Larry Peterson. Mable Hayes originally assigned to Criterion 5 was reassigned to Criterion 3. Since this left a vacancy on Criterion 5, core component A, Sharon Colombo, Director of Literacy was asked to fill the position. This was Sharon's first meeting. Darren Pulley will now act as the Chair and Elaine Parker will be Co-chair of Component A.

Phil Minnis and Lisa Hudgens reviewed the minutes for the HLC/NCA meetings that were held on December 14, 2004 and February 2, 2005. The proposed dates of the on-site visit were discussed. Adrienne asked Phil to explain what the on-site visit would consist of and how long the visit would take. The conference in Chicago was also discussed. The conference will begin April 9 and end April 12. It is hoped that a lot of additional information pertaining to Component 5 will be made available at this time.

Phil then distributed the final copy of Illinois Eastern's Criterion 5 report. In addition, the appendices that were referenced in Criterion 5 were distributed. Illinois Eastern's on-site visit is scheduled for April 2005. Phil asked that before the next meeting, all subcommittees begin to frame out a narrative. This will enable us to determine what information has been collected and if we are moving in the right direction. At this point, we can then begin to determine if there are crossovers between other Criterion groups. We should also be in a position to see if any surveys have been developed that can assist in collecting data or will a new survey need to be created. Eric Pulley should be able to provide this information.

It was noted that all subcommittee members should take thorough notes and maintain those notes. Individual members may be asked to explain information contained within the report during the on-site visit. It was stated that as the paperwork begins to accumulate that an area within Room G202 will be made available to store the documents.

The Chairs of the subcommittees were asked to give a brief report on their progress. After the chairs reported, then the committee members spoke about their individual assignments. Those members present seem to be in the process of gathering information to support the examples of evidence that they have been assigned.

A copy of Criterion Three's Faculty Survey was distributed.. The subcommittees were asked to review the survey and note any additional questions that they might like to see listed. Any changes or suggestions should be sent directly to Dr. Schroeder by the end of February.

A major concern among the committee still seems to be developing a list of internal and external constituents. The group is still trying to develop an all inclusive list and determine who constitutes internal and external.

The next meeting has been scheduled for April 21, 2005 at 3:00 pm in the Terrace Dining Room.