

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 2:00 pm, Tuesday November 2, 2004 in the Terrace Dining Room.

Members Present:

Phil Minnis
Lisa Hudgens
Bill Gayer
Kathirave Giritharan
Tom Bell
Mark Henson
Mabel Hayes
Kay Fleming
Sheila Colombo
Roxanne Brewer
Adrienne Barkley- Giffin
Darren Pulley
Elizabeth Bailey- Smith
Shayne Crawshaw
Chris Georgantas
Elaine Parker
Cindy Russell
Michelle Parker-Clark
Robert Fester
Mike Morgan
Marilyn Toliver

Members Absent:

Barry Hancock (conflict prior to
the 11/02/04 scheduled date)
Steve O'Keefe
Mary O'Hara

Others Present:

Jo Nast

Each member was given a folder that contained: minutes of the April 13, 2004 meeting, NCA proposed timeline, chapter 3, sub-committee assignments (please see attached), and a copy of Illinois Eastern Community College's self study concerning Criterion 5. The packets were hand delivered to those members not present.

Lisa Hudgens thanked all those present for attending and participating in the meeting. The reorganization of the committee was noted. The eight new members were recognized. It was also noted members had been reassigned to other committees. There

was then a review of the minutes from the April 13 meeting. Again it was stated that Criterion 5 is a new section within the Higher Learning Commission and as such there is very little information available. Also discussed was the fact that some members have been asked to participate on other Criterion committees. Phil Minnis was asked to attend a meeting for Criterion 2. Sheila Colombo has been given a special assignment by Dr. Peterson to work with Brenda Erickson to extend the assessment process to the Workforce Development/Community Education department. This is just one example that this study will require that all criterion groups work as a cohesive unit.

The proposed timeline for the Higher Learning Commission self-study was discussed. The Co-Chairs must submit the first written report to the NCA Co-Chairs by December 2004. Therefore the sub-committees will meet during the month of November and prepare progress reports for their individual committee assignments. A meeting has been scheduled for December 3 at 2:00 pm to meet with the sub-committee co-chairs. The meeting will be held in the Placement Office conference room.

A full meeting of all Criterion 5 members will be scheduled for January 2005.

Phil Minnis discussed at length Criterion 5 within Chapter 3. Again he noted that this was a new criterion. He did mention that Illinois Eastern Community College was well into its self study. He distributed a copy of Illinois Eastern Community College's criterion 5 self-study. He noted that since Illinois Eastern has not been through the site visit that this was just a reference tool for the sub-committees to use to begin their process. Jo Nast stated that she couldn't confirm if Illinois Eastern's report was the correct direction in which John A. Logan College should proceed. Jo did feel however that it was a very good starting place and more than likely representatives from Illinois Eastern had been working very closely with program managers from NCA. Only after Illinois Eastern has completed its site visit can there be a determination if the report would be a valuable tool for John A. Logan College to emulate.

At approximately 2:30 pm all members broke into their subcommittees. The sub-committees remained engaged until 3:30 pm. During the meeting Eric Pulley was invited to share his knowledge of surveys that have been completed as well as those surveys that will be done spring 2005. Most of the groups' main concerns focused on identifying the constituents, both internal and external, and developing the appropriate survey instrument to determine constituents' satisfaction. One of the sub-committees asked Jo if deficiencies should be noted in the report. Jo stated that this was a self study and as such all information should be presented.