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| AGENDA/MINUTES |
| Team Name | Accreditation Committee |
| Date | 19-May-2021 |
| Time | 2:00 pm |
| Location | A-113Please note A-113 is the physical location for this meeting.  Zoom is available for those who are joining remotely.Myrna Perkins is inviting you to a scheduled Zoom meeting. Join Zoom Meeting <https://zoom.us/j/94242957863> Meeting ID: 942 4295 7863 One tap mobile +13462487799,,94242957863# US (Houston) +16699006833,,94242957863# US (San Jose)  |

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| Facilitator | Myrna Perkins | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| o | Elaine Simmons | x | Angie Maddy | o | Mark Dean | x | Cathie Oshiro |
| x | Randy Thode | x | Jo Harrington | x | Sarah Riegel | x | Myrna Perkins |
| x | Stephanie Joiner | x | Lindsay Holmes | x | Janet Balk | x | Abby Kujath |
| x | Matt Connell | x | Lee Miller | x | Karly Little | x | Kurt Teal |
| x | Brian Howe | x | Claudia Mather | x | Kathy Kottas | o | Todd Mobray |
| Guests |
|  |  |  |  |  |  |  |  |
| “Doing Accreditation” |
|  |
| Topics/Notes | Reporter |
| **Additional Location Visit | Summer, 2021**“Institutions with three or more off-campus additional locations are required to undergo a Multi-Location Visit every five years. The visit is conducted by an HLC peer reviewer and involves a representative sample of the institution’s additional locations. The purpose of the Multi-Location Visit is to confirm the continuing effective oversight by the institution of its additional locations.” -- From HLC website.Report due to HLC: May 24, 2021Virtual Visit with Ms. Tyler: TBDMock Visit: TBDDate of Visit: June 24, 2021HLC Peer Review: Ms. Karlene TylerWe need to decide:* Who will be present for the visit? FR – Kurt, Janet, Abby; GVP – Kurt, Lindsay, Kathy, Karyl White, Dean Dexter
* What date to hold the mock visit? 2 weeks prior via zoom – Kurt will look at dates
* What date/time to visit via Zoom or by phone with Ms. Tyler regarding logistics? Consider doing this shortly after the mock visit – Kurt will look at dates

Participants:* Location Operational Administrator
* Home Campus Oversight Administrator
* Location Individual(s) Responsible for Academic Quality
* Location Individual(s) Responsible for Student Services
* Individual(s) Responsible for Library or Other Academic Support Services
* Faculty
* Students

Locations: 1. Fort Riley Campus, 211 Custer Avenue, Ft. Riley, KS
2. Grandview Plaza, 100 Continental Avenue, Grandview Plaza, KS
 | Myrna PerkinsCathie Oshiro |
| **Mission Review Process**<https://internal.bartonccc.edu/policy/college-operations> <https://docs.bartonccc.edu/procedures/2102-strategicguide.pdf>

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| **Mission Review Project Timeline** |
| Step 1 | Late May | The first step will be an introductory message sent to a selected survey population.  The message is meant to serve as preparation and a learning opportunity.  Following up, an online survey would be sent out to a diverse pre-selected group of constituents (TBD).  Todd’s team already has the online form completed.  |
| Step 2 | Early June | The second step will be a Zoom meeting for those who would want to participate in this second step of discussion.  |
| Step 3 | Late June | The results of the survey and Zoom meeting feedback will then be reviewed and distilled at the early Executive Leadership Retreat (which includes student involvement) to formulate a Mission revision or non-revision. |
| Step 4 | Early July | The output from the retreat will go to President’s Staff as an agenda item for final review. |
| Step 5 | Late July | The final product would go before the Board of Trustees. |

Link to survey: <https://forms.office.com/r/m2MnNCQ5G4>* Todd will pull the Student Success focus group data and the Barton Identity survey data into this process
 | Myrna PerkinsDocument Provided:Mission Review Message |
| **HLC Spotlight: Obligations of Membership (Formerly Obligations of Affiliation)*** HLC’s Obligations of Membership

<https://www.hlcommission.org/Policies/obligations-of-membership.html>15. The institution submits timely payment of dues and fees in accordance with the published Dues and Fees Schedule and accepts the fact of surcharges for late payment. <https://www.hlcommission.org/Accreditation/dues-and-fees-schedule.html?highlight=WyJmZWVzIiwyMDIxXQ>== | Myrna Perkins |
| **HLC’s Criterion Spotlight | Assumed Practices****A. Integrity: Ethical and Responsible Conduct**1. The institution establishes and publicizes clear procedures for receiving complaints from students and other constituencies, responding to complaints in a timely manner, and analyzing complaints to improve its processes. The institution does not retaliate against those who raise complaints.

<https://docs.bartonccc.edu/community/boardoftrustees/bot-student-complaint-process.pdf>  | Myrna Perkins |
| **Public Disclosure Spotlight*** Bethel College
* Colby Community College
* Dodge City Community College
* Garden City Community College
* Highland Community College
* Kansas City Kanas Community College

**CRITERION THREE, CORE COMPONENT 3.D** 1 (3.3.D) • Criterion Three, Core Component 3.D, “the institution provides support for student learning and effective teaching.” **Independence Community College – Removal of Sanction** **Met Without Concerns** * The Technology Committee has created a technology plan that addresses key infrastructure issues and is viewed as a multi-year project.
* The Institution has addressed security issues related to access to sensitive data in the administrative systems. New policies are in place regarding such access.
* The Institution recently hired a new chief financial officer who has revamped the budget and budgeting process and has identified ways to address some of the prioritized needs.
 | Myrna PerkinsDocument Provided |
| **Accreditation Liaison Officer Report**Three changes were submitted and approved for the Ft. Riley Location:* Ft Riley address updated from 215 Custer Ave to 211 Custer Ave
* Grandview Plaza address update from Avenue to Drive
* 24.0102 (AGS) removed from Ft. Riley. AGS now falls under CIP 24.0101
 | Myrna Perkins |
| **HLC Peer Reviewer Report & Insights*** Federal Compliance Panel Review – September, 2021
 | Myrna Perkins |
| **Student Success Academy Report*** June 2 is their next meeting with the mentor to review inventories and map next steps
 | Angie MaddyStephanie Joiner |
| **Report Writer Report** * Halted until we get clarification on the mission project

**Evidence Collection Assignment Progress** – no update | Cathie OshiroStephanie Joiner |
| **Evidence Collection Report** – no update | Randy Thode |
| Action Items | Responsibility |
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**ALWAYS KEEPING IN MIND:**

**Barton Core Priorities/Strategic Plan Goals
Drive Student Success**

1. Advance student entry, reentry, retention and completion strategies.

2. Commit to excellence in teaching and learning.

**Cultivate Community Engagement**

3. Expand partnerships across the institution.

4. Reinforce public recognition of Barton Community College.

5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

**Emphasize Institutional Effectiveness**

6. Develop, enhance, and align business processes.

7. Manifest an environment that supports the mission of the college.

**Optimize Employee Experience**

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.

9. Develop, enhance, and align business human resource processes.