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| AGENDA/MINUTES | |
| Team Name | Accreditation Committee |
| Date | 19-May-2021 |
| Time | 2:00 pm |
| Location | A-113  Please 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 X  Absent 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” | | | | | | | | | | |
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| 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, 2021  Virtual Visit with Ms. Tyler: TBD  Mock Visit: TBD  Date of Visit: June 24, 2021  HLC Peer Review: Ms. Karlene Tyler  We 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 Perkins  Cathie Oshiro |
| **Mission Review Process**  <https://internal.bartonccc.edu/policy/college-operations>  <https://docs.bartonccc.edu/procedures/2102-strategicguide.pdf>   |  |  |  | | --- | --- | --- | | **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 Perkins  Document 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 Perkins  Document 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 Maddy  Stephanie Joiner |
| **Report Writer Report**   * Halted until we get clarification on the mission project   **Evidence Collection Assignment Progress** – no update | | | | | | | | | | Cathie Oshiro  Stephanie 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.