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| AGENDA/MINUTES | |
| Team Name | Accreditation Committee |
| Date | 16-Jun-2021 |
| Time | 2:00 pm |
| Location | Zoom Meeting  <https://zoom.us/j/93521945404>  Meeting ID: 935 2194 5404  One tap mobile  +16699006833,,93521945404# US (San Jose) 12532158782,,93521945404# US  +(Tacoma)  Dial by your location  +1 669 900 6833 US (San Jose)  +1 253 215 8782 US (Tacoma)  +1 346 248 7799 US (Houston)  +1 929 436 2866 US (New York)  +1 301 715 8592 US (Washington DC)  +1 312 626 6799 US (Chicago)  Meeting ID: 935 2194 5404 |

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| Facilitator | | Myrna Perkins | | | | | Recorder | Sarah Riegel | | |
| Team members | | | | | | | | | Present X  Absent O | |
| x | Elaine Simmons | | x | Angie Maddy | x | 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 | | | x | Todd Mobray |
| o | Dr. Heilman (Optional) | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| “Doing Accreditation” | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | Reporter |
| **Multi-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 Submitted: May 24, 2021  Mock Visit Completed: June 9, 2021  Virtual Visit with Ms. Tyler: June 16, 2021   * Ms. Tyler stated the report we submitted was very detailed but we need to be able to speak about how the budgeting process works * We need to show how it works and how it flows and include the additional locations * Mark, Cathie and Randy are working on a flow chart and process map * Group will have a touch base prior to meeting with Ms. Tyler again   Date of Visit: June 24, 2021  HLC Peer Review: Ms. Karlene Tyler  Participants:   * Janet Balk (FR) * Megan Chambers (FR) * Dean Dexter (GVP) * Lindsay Holmes (GVP) * Kathy Kottas (GVP) * Abby Kujath (FR) * Myrna Perkins (FR/GVP) * Michelle Rutherford (GVP) * Elaine Simmons (FR/GVP) * Kurt Teal (FR/GVP) * Lawrence Weber (GVP) * Karyl White (GVP) * Faculty (FR/GVP) * Students (FR/GVP)   Locations:   1. Fort Riley Campus, 211 Custer Avenue, Ft. Riley, KS 2. Grandview Plaza, 100 Continental Avenue, Grandview Plaza, KS   Agenda:  6/24/21:   1. 0845AM Mr. Teal picks up and escorts (as trusted travelers) the HLC representative (Ms. Tyler) and Barton representatives (VP Simmons, and Myrna Perkins, Dr. Kottas) from the Fort Riley VCC and transports them to B211/R005 2. 0900-10:15AM, Ms. Tyler and Barton representatives discuss topics of the multi-location site visit in B211/B005. 3. 10:15-1125AM, Mr. Teal escorts Ms. Tyler, VP Simmons, and Myrna Perkins to Barton Administrative offices in B211/R211, the TRIO/EOC office on the first floor, viewing of one classroom in B211 (B006) and viewing/tour of the three classrooms and break areas across the street in B206. 4. 11:30AM to 11:40AM, Ms. Tyler meets with Barton students that have volunteered to meet with her over Zoom from classroom B005. 5. 11:40AM-11:50AM, Ms. Tyler meets with Barton faculty over Zoom from classroom B005. 6. 11:50AM-12:00PM, Mr. Teal, Ms. Tyler, VP Simmons, Dr. Kottas and Myrna Perkins depart Fort Riley for lunch at the JC Cracker Barrel and onward movement to the Grandview Plaza campus. 7. 1:00 PM-1:50PM, Ms. Tyler meets with Barton GVP representatives to discuss the topics of the multi-location site visit in GVP Classroom #1. 8. 1:50-2:10 PM, Director Holmes will lead Ms. Tyler on a tour of the GVP facility including visiting the OSHA classroom occurring in Classroom #4. 9. 2:10-2:20 PM, Ms. Tyler meets with Barton students (EMHS/HZMT/OSHA) who have volunteered to meet with her over Zoom or F2F in Classroom #1. 10. 2:20-2:30 PM, Ms. Tyler meets with Barton faculty (Mr. James Hill) F2F in Classroom #1 11. 2:30-3:20 PM, Ms. Tyler meets with Barton EMS program representatives to discuss topics of the multi-location site visit in Classroom #23 12. 3:20-3:35 PM, Director White will lead Ms. Tyler on a tour of the GVP EMS facility including the paramedic class in #25 13. 3:35-3:45 PM, Ms. Tyler meets with Barton EMS students F2F in #25 14. 3:45-4:00 PM, Ms. Tyler meets with Dean Dexter, paramedic instructor, F2F in #23 15. 4pm-UTC, Mr. Teal transports all travelers back to the Fort Riley VCC for their return to home locations. | | | | | | | | | | Myrna Perkins  Cathie Oshiro |
| **Gap Analysis from Multi-Location Visit Report Writing Process**   * Lack of Executive Summaries – Elaine will send Cathie the emails she has on all these initiatives and projects | | | | | | | | | | Myrna Perkins  Cathie Oshiro  Document Provided |
| **Mission Review Project**   |  |  |  | | --- | --- | --- | | **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.  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>   * Sent survey to 75 participants and received 15 responses * Those that received the survey thought it was too much – it was too formal and they felt put off in a way that they felt they couldn’t contribute * Zoom meeting coming up will be open to everyone – this will facilitate discussion * Todd will include the PACE and Noel Levtiz survey data into this process | | | | | | | | | | Todd Mobray |
| **Criterion 5: Institutional Effectiveness, Resources and Planning Conversation**  Budgeting Process/Strategic Planning   * Action #1 - Mark will draft a response to the five items and send it to the group * Action #2 - Mark will send the process outline that he has developed for the auditors to the group * Action #3 - The group will review information and gather examples if needed. Cathie, Randy, and Mark can work on a process map based on the information provided in Action #2. * Action #4 - Involve Jo, Randy to review some possibilities for aligning with learning outcomes.   Enrollment Management   * Item #1 - Retention and Persistence goals * Item #2 - Data summit * Item #3 – Flow of information between Student Support and Instruction for continuous improvement. * Item #4 - Potentially extending opportunities for executive leadership conversations. * Item #5 - Potentially add at least one more executive leadership meeting per year or have quarterly meetings to ensure that we have time to evaluate data and make needed changes * Item #6 – Identifying a point person/team for Enrollment, Persistence, Completion * Action #1 - Myrna will schedule a sub-sub group meeting for further discussion.   Continuous Improvement (CI)   * Item #1- The recent Multi-Location Report activity identified a need for defining CI and processes for:   + Understanding CI * Action #1 - Myrna will schedule a sub-sub group meeting for further discussion. | | | | | | | | | | Myrna Perkins |
| **HLC Spotlight: Guiding Values**   * HLC’s Guiding Values  1. Focus on student learning For the purpose of accreditation, the Higher Learning Commission regards the teaching mission of any institution as primary. Institutions will have other missions, such as research, health care and public service, and these other missions may have a shaping and highly valuable effect on the education that the institution provides. In the accreditation process, these missions should be recognized and considered in relation to the teaching mission.  A focus on student learning encompasses every aspect of students’ experience at an institution: how they are recruited and admitted; costs they are charged and how they are supported by financial aid; how well they are informed and guided before and through their work at the institution; the breadth, depth, currency and relevance of the learning they are offered; their education through cocurricular offerings; the effectiveness of their programs; and what happens to them after they leave the institution.  <https://www.hlcommission.org/Publications/guiding-values.html> | | | | | | | | | | Myrna Perkins |
| **HLC’s Criterion Spotlight | Assumed Practices** **A. Integrity: Ethical and Responsible Conduct**  1. The institution has a conflict of interest policy that ensures that the governing board and the senior administrative personnel act in the best interest of the institution. | | | | | | | | | | Myrna Perkins |
| **Public Disclosure Spotlight** | | | | | | | | | | Myrna Perkins |
| **Accreditation Liaison Officer Report**   * No approvals to report. | | | | | | | | | | Myrna Perkins |
| **HLC Peer Reviewer Report & Insights**   * Federal Compliance Panel Review – September, 2021 | | | | | | | | | | Myrna Perkins |
| **Student Success Academy Report**   * Working on a report – detailed look at what we’ve learned, what our process has been and what key findings have been in our inventories * Looking at specifically functional gaps and strategic gaps | | | | | | | | | | Angie Maddy  Stephanie Joiner |
| **Report Writer Report**  **Evidence Collection Assignment Progress**   * Need to figure out a way to organize and label our evidence documents * IR will have a new data reporting software – this could be used to build a library to house data | | | | | | | | | | Cathie Oshiro  Stephanie Joiner |
| **Evidence Collection Report**   * Began diving into the 2016 report to review the evidence and identify places we can strengthen * We need to focus on criteria 4 and 5 – look at the assessment process, program review process and retention * Talked to Brandon about our website accuracy | | | | | | | | | | Randy Thode |
| Action Items | | | | | | | | | | Responsibility |
| n/a | | | | | | | | | |  |

**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.