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| AGENDA | MINUTES | |
| Team Name | Accreditation Committee |
| Date | 16-Aug-2022 |
| Time | 2:00 – 3:00 pm |
| Location | A-113 | Zoom (A-113)  <https://zoom.us/my/a113barton> |

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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 |
| o | Matt Connell | | x | Lee Miller | x | Karly Little | | | x | Kurt Teal |
| x | Brian Howe | | x | Claudia Mather | x | Kathy Kottas | | | x | Todd Mobray |
| x | Dr. Heilman (Optional) | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
|  |  | |  |  |  |  | | |  |  |
| “Doing Accreditation” | | | | | | | | | | |
|  | | | | | | | | | | |
| Topics/Notes | | | | | | | | | | Reporter |
| **HLC Peer Review Team**   * Preliminary Information   + On-Campus Team of 5 + 1 Federal Compliance Reviewer   + Five Community College Peers – Large to Small Tech   + Assessment Experience   + Allied Health Experience   + Student Affairs Experience   + Instruction Experience   + Very diverse team   Dr. Jill Wright, Team Lead  Assistant Vice President for Assessment, Accreditation & Services  [Illinois Central College](https://icc.edu/)     |  |  | | --- | --- | | Dr. Lisa Gerow  Professor Nursing, Faculty Chair  [Tulsa Community College](https://www.tulsacc.edu/) | Dr. Monty Harris  Interim Vice President of Academic Affairs  [Southeast New Mexico College](https://senmc.edu/) | | Dr. Osaro Ighodaro  Vice President, Student Affairs  [Maricopa Community College -- South](https://www.maricopa.edu/) | Moira Lafayette  Dean, Health Sciences & Public Safety  [Blackhawk Technical College](https://www.blackhawk.edu/) |   Federal Compliance Report Reviewer:  Dr. Olukemi Fadayomi  Consultant in Higher Education  Professor of Biology | Ferris State University | | | | | | | | | | Myrna Perkins |
| **Visit Preparation Strategy**   * Assurance Argument   + Sharing/Publishing   + Encouragement to Read AA   + Discussing AA in team meetings (e.g. Dean’s Council, Faculty Council, Student Services) * Federal Compliance Report   + Sharing/Publishing   + Encouragement to Read Federal Compliance Report * Pushing out Information   + Postcard to Faculty, Staff, BOT, Placed in Key Places Students Frequent – 9/7     - Vision | Mission | ENDS | Core Priorities     - What is an HLC Visit?     - Why is the Visit important?     - When is the Visit?     - HLC Criteria * Weekly Informational Visit Blasts   + Sent 9/14, 9/21, 9/28, 10/5, 10/12, 10/19   + HLC Information   + HLC Criteria Spotlights (1-5)   + Reminders to Read the AA   + Visit Schedule   + Visit Discussion Topics   + HLC Team * Preparation of Target Groups   + Criteria Representatives  |  |  |  | | --- | --- | --- | | **Criteria of Accreditation** | **Representatives\*** | **Title** | | Criterion 1. Mission | Dr. Carl Heilman | President | | Todd Mobray | Director of Inst. Research | | Criterion 2. Integrity: Ethical and Responsible Conduct | Mark Dean | VP of Administration | | Angie Maddy | VP of Student Services | | Criterion 3. Teaching and Learning: Quality, Resources, and Support | Elaine Simmons | VP of Instruction | | Angie Maddy | VP or Student Services | | Criterion 4. Teaching and Learning: Evaluation and Improvement | Elaine Simmons | VP of Instruction | | Jo Harrington | Coordinator of Assessment | | Criterion 5. Institutional Effectiveness, Resources and Planning | Mark Dean | VP of Administration | | Todd Mobray | Director of Inst. Research | | \*Myrna Perkins, Accreditation Liaison Officer, representative ad hoc for all Criteria. | | |  * Faculty (21-Sep-2022) – Myrna will speak to Faculty Council * Board of Trustees – Myrna will speak at a board meeting * Open Forum Groups * Other Focus Groups (per Visit Schedule) | | | | | | | | | | Myrna Perkins |
| **Assurance Argument Development Update**   * 9/9/2022 – All Evidence Collected * 9/21/2022 – Writing/Review Finished * 9/26/2022 – Assurance System Locked * 9/26/2022 – Publish Reports for Campus Communities  |  |  | | --- | --- | | **Assurance Argument Development Status** | | | **1 Mission** | | | **Section** | **Status** | | 1.A Core-Component | In Development in Assurance System | | * 1.A.1 | Complete, reviewed, uploaded or being uploaded | | * 1.A.2 | Complete, reviewed, uploaded or being uploaded | | * 1.A.3 | Complete, reviewed, uploaded or being uploaded | | * 1.A.4 | Complete, reviewed, uploaded or being uploaded | | * 1.A.5 | Complete, reviewed, uploaded or being uploaded | | 1.B Core-Component | In Development in Assurance System | | * 1.B.1 | Complete, reviewed, uploaded or being uploaded | | * 1.B.2 | Complete, reviewed, uploaded or being uploaded | | * 1.B.3 | Complete, reviewed, uploaded or being uploaded | | 1.C Core-Component | In Development in Assurance System | | * 1.C.1 | In Process, Waiting for Information, Working with Others | | * 1.C.2 | In Process, Waiting for Information, Working with Others | | * 1.C.3 | In Process, Waiting for Information, Working with Others | | 1.S Criterion 1 – Summary | Not Started in Assurance System | | **2. Integrity: Ethical and Responsible Conduct** | | | **Section** | **Status** | | 2.A Core Component | Ready for Final Review in Assurance System | | * 2.A.1 | Complete, reviewed, uploaded or being uploaded | | * 2.A.2 | Complete, reviewed, uploaded or being uploaded | | 2.B Core Component | In Development in Assurance System | | * 2.B.1 | Complete, reviewed, uploaded or being uploaded | | * 2.B.2 | Complete, reviewed, uploaded or being uploaded | | 2.C Core Component | In Development in Assurance System | | * 2.C.1 | Complete, reviewed, uploaded or being uploaded | | * 2.C.2 | Complete, reviewed, uploaded or being uploaded | | * 2.C.3 | Complete, reviewed, uploaded or being uploaded | | * 2.C.4 | Complete, reviewed, uploaded or being uploaded | | * 2.C.5 | Complete, reviewed, uploaded or being uploaded | | 2.D Core Component | Ready for Final Review in Assurance System | | * 2.D.1 | Complete, reviewed, uploaded or being uploaded | | 2.E Core Component | In Development in Assurance System | | * 2.E.1 | Complete, reviewed, uploaded or being uploaded | | * 2.E.2 | Complete, reviewed, uploaded or being uploaded | | * 2.E.3 | Complete, reviewed, uploaded or being uploaded | | * 2.E.4 | Complete, reviewed, uploaded or being uploaded | | 2.S Criterion 2 – Summary | Not Started in Assurance System | | **3. Teaching and Learning: Quality, Resources and Support** | | | **Section** | **Status** | | 3.A Core Component | In Discovery in Assurance System | | * 3.A.1 | Under Review, gathering evidence | | * 3.A.2 | Under Review, gathering evidence | | * 3.A.3 | Under Review, gathering evidence | | 3.B Core Component | In Discovery in Assurance System | | * 3.B.1 | Under Review, gathering evidence | | * 3.B.2 | Under Review, gathering evidence | | * 3.B.3 | Under Review, gathering evidence | | * 3.B.4 | Under Review, gathering evidence | | 3.C Core Component | In Discovery in Assurance System | | * 3.C.1 | Under Review, gathering evidence | | * 3.C.2 | Under Review, gathering evidence | | * 3.C.3 | Under Review, gathering evidence | | * 3.C.4 | Under Review, gathering evidence | | * 3.C.5 | Under Review, gathering evidence | | * 3.C.6 | Under Review, gathering evidence | | * 3.C.7 | Under Review, gathering evidence | | 3.D Core Component | In Discovery in Assurance System | | * 3.D.1 | Under Review, gathering evidence | | * 3.D.2 | Under Review, gathering evidence | | * 3.D.3 | Under Review, gathering evidence | | * 3.D.4 | Under Review, gathering evidence | | 3.S Criterion – Summary | Not Started in Assurance System | | **4. Teaching and Learning: Evaluation and Improvement** | | | **Section** | **Status** | | 4.A Core Component | In Development in Assurance System | | * 4.A.1 | Complete, reviewed, uploaded or being uploaded | | * 4.A.2 | Complete, reviewed, uploaded or being uploaded | | * 4.A.3 | Complete, reviewed, uploaded or being uploaded | | * 4.A.4 | Complete, reviewed, uploaded or being uploaded | | * 4.A.5 | Complete, reviewed, uploaded or being uploaded | | * 4.A.6 | Complete, reviewed, uploaded or being uploaded | | 4.B Core Component | In Development in Assurance System | | * 4.B.1 | Complete, reviewed, uploaded or being uploaded | | * 4.B.2 | Complete, reviewed, uploaded or being uploaded | | * 4.B.3 | Complete, reviewed, uploaded or being uploaded | | 4.C Core Component | In Development in Assurance System | | * 4.C.1 | Under Review, gathering evidence | | * 4.C.2 | Under Review, gathering evidence | | * 4.C.3 | Under Review, gathering evidence | | * 4.C.4 | Under Review, gathering evidence | | 4.S Criterion 4 -- Summary | Not Started in Assurance System | | **5. Institutional Effectiveness, Resources and Planning** | | | **Section** | **Status** | | 5.A Core Component | Not Started in Assurance System | | * 5.A.1 | Not Started in Assurance System | | * 5.A.2 | Not Started in Assurance System | | * 5.A.3 | Not Started in Assurance System | | 5.B Core Component | Not Started in Assurance System | | * 5.B.1 | Not Started in Assurance System | | * 5.B.2 | Not Started in Assurance System | | * 5.B.3 | Not Started in Assurance System | | * 5.B.4 | Not Started in Assurance System | | 5.C Core Component | Not Started in Assurance System | | * 5.C.1 | Not Started in Assurance System | | * 5.C.2 | Not Started in Assurance System | | * 5.C.3 | Not Started in Assurance System | | * 5.C.4 | Not Started in Assurance System | | * 5.C.5 | Not Started in Assurance System | | * 5.C.6 | Not Started in Assurance System | | 5.S Criterion -- Summary | Not Started in Assurance System |  * Overview – not started – Myrna will do this piece | | | | | | | | | | Cathie Oshiro |
| **Federal Compliance Report Update**   * Q. 1 Assignment of Credits, Program Length and Tuition * Syllabi | Concourse – there are some syllabi missing information/sections not filled out – Elaine will work with the Dean’s to determine what’s missing and which faculty need to complete their syllabi * List of Active Classes | Spring, Summer, Fall 2022      * Q. 5 Protection of Student Privacy (New!) * FERPA * GLBA Policy & Procedure * HIPPA * Student Privacy Training * Student Authentication | Proctoring * Q. 7 Specialized Accreditation Status Dates * Dietary Manager * Emergency Medical Services * Medical Laboratory Technician * Nursing * Q. 8 Recruiting, Admissions and Related Institutional Practices (New!) * Incentive Compensation * Consumer Protection * Code of Conduct Training – Myrna will train these areas before the visit * Admissions * Recruiting * Enrollment Management * Marketing or Advertising Staff * Financial Aid | | | | | | | | | | Myrna Perkins |
| **Barton Website Review Update**   * Everyone should check their website areas in September   **Evidence Collection**   * Currently putting information into the argument | | | | | | | | | | Randy Thode |
| Action Items | | | | | | | | | | Responsibility |
| n/a | | | | | | | | | |  |

**ENDS:**

**1. Fundamental Skills  
2. Work Preparedness  
3. Academic Advancement  
4. Barton Experience  
5. Regional Workforce Needs  
6. Barton Services and Regional Locations  
7. Strategic Planning  
8. Contingency Planning**



***Barton Core Priorities/Strategic Goals***

**Drive Student Success**

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

2. Foster excellence in teaching and learning.

**Cultivate Community Engagement**

3. Expand partnerships & public recognition of Barton Community College.

**Optimize the Barton Experience**

4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity,    
  inclusivity, value, and growth.

**Emphasize Institutional Effectiveness**

5. Develop, enhance, and align business processes.