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| AGENDA/MINUTES |
| Team Name | Accreditation Committee |
| Date | 21-Sep-2023 |
| Time | 2:00 – 3:30 pm |
| Location | Join Zoom Meeting<https://bartonccc-edu.zoom.us/j/93160659745>Meeting ID: 931 6065 9745 |

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| Facilitator | Myrna Perkins | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| x | Janet Balk | x | Mark Dean | x | Renee Demel | x | Jo Harrington |
| x | Maggie Harris | o | Dr. Carl Heilman | x | Jenna Hoffman | o | Lindsay Holmes |
| x | Brian Howe | x | Darren Ivey | x | Stephanie Joiner | x | Dr. Kathy Kottas |
| x | Abby Kujath | x | Karly Little | o | Angie Maddy | x | Claudia Mather |
| x | Lee Miller | o | Todd Mobray | x | Myrna Perkins | x | Sarah Riegel |
| o | Amye Schneider | x | Elaine Simmons | x | Kurtis Teal | x | Randy Thode |
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| Guests |
|  |  |  |  |  |  |  |  |
| “Doing Accreditation” |
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| Topics/Notes | Reporter |
| * Accreditation Committee Charter

Revised Charter [Link to Previous Charter](https://docs.bartonccc.edu/institutionalteams/teams/accreditation-committee-charter.pdf)  | Myrna |
| * Accreditation Timeline

Standard Pathways Timeline | 10-year cycle | Myrna |
| * Sub-Group Work | Writing Team
* **Report Writing Guiding Principles**
* Transparency: Draft documents will be located at an identified and accessible location.
* Layered Writing Process: The writing process should include stages.

**Phase 1.** Discovery: Research for content, visit with key individuals.**Phase 2.** Draft: Writing of the initial narrative.**Phase 3.** Collaborative Conversation: Discuss sections/get feedback on draft from individuals key to the topic.**Phase 4.** Editorial Review: Write the final draft with one voice.* Develop a Project Timeline: Reports have a due date. Work back from this to create a timeline for the project to incorporate all writing phases.
* Develop a Repository of Narratives for Common Topics: There are common topics which most HLC reports require (e.g. Oversight of Instruction, Student Assessment, Budgeting Process) which should be standard narratives available for use in any report where needed.
 | Stephanie, Lee, Karly   |
| * Sub-Group Work | Evidence Repository
* **Report Writing Guiding Principles**
* Transparency: Evidence documents should be located at an identified and accessible location.
* Foundational Evidence: HLC’s [Providing Evidence](https://download.hlcommission.org/ProvidingEvidence2020_INF.pdf) document should guide collection of foundational documentation.
* Additional Level of Supporting Documentation: The evidence collection should also archive other supporting documentation.
* Collection Inclusive of Human Interest/Human Connection Anecdotes: The evidence collections should also archive anecdotal evidence of human interaction.
* Periodic Data Inventory Audit: At least annually the evidence inventory should be reviewed for accuracy and relevancy.
 | Todd, RandyNew Members:Janet, Lindsay |
| * Sub-Group Work | Further Develop Central Historical Archive
* Rearranged space so it is ADA compliant
* Working on procedures and work flow (procedural manuals)
* Will subscribe to a collection development software
* Now have donation and transfer forms
 | Darren, Amye |
| * Accreditation Action Items

Develop an action plan from HLC Report feedback plus things identified during the preparation for the Comprehensive Visit, development of the Assurance Argument, etc.* “The Team acknowledges these efforts and suggests that the College continue to work actively on the diversity plan that they have established.” (3.C)
* “Ongoing communication and coordination of retention efforts are essential to sustain the objectives of the Student Success Plan recommendations.” (4.C) Student Success Alliance
* “The College appears committed to further developing its capability to collect and use student data to improve student retention and success across its many programs and campuses. (4.C) Student Success Alliance
* “With the College’s focus on improving student success data, further analysis of this data will support academic and student success initiatives across the College.” (4.S) Student Success Alliance/Institutional Effectiveness
* “The Team recommends a more deliberate documentation of the role of students in decision-making processes for future accreditation arguments.” (5.A)
* “While the success of Workforce programs is evident, the Team recommends a more deliberate documentation of Workforce Training outcomes.” (5.A)
* "Barton told the Team that they are moving to a more permanent membership. The Team recommends that careful consideration of the committee composition includes a majority of faculty.” (3.A)
* Update of the Data Dictionary (Federal Compliance Report) Institutional Effectiveness/PTP/Student Success Alliance
* Update of the Programs of Study Webpage (Federal Compliance Report) PTP Sub-Group
* Code of Conduct Training (Federal Compliance Report)
* Assignment of Credit Hours Process (Federal Compliance Report) Elaine
* Accreditation Continuity Planning | Cultivate Barton HLC Peer Reviewers
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| * ALO Report
* Prison Education Program (PEP) – working on this fall; project for the writing team
* Substantive Change Request
 | Myrna |
| * HLC Peer Reviewer Report\*
* Training on Prison Education Program Location Visits -- September
* Mid-Cycle Comprehensive Visit -- October
* Multi-Location Visit -- November
 | Myrna |
| * HLC Academy Mentor Report\*
* Already had some meetings and did the written response back and forth

\*These reports are not specific information due to confidentiality but allow for a time to report actions occurring that strengthen Barton’s partnership with HLC. | Jo |
| Action Items | Responsibility |
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### Mission

Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs.

**ENDS:**

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

***Barton Core Priorities***

1. Drive Student Success
2. Cultivate Community Engagement
3. Optimize the Barton Experience
4. Emphasize Institutional Effectiveness

***Strategic Plan Goals***

1. Advance student entry, reentry, retention and completion strategies.
2. Foster excellence in teaching and learning.
3. Expand partnerships & public recognition of Barton Community College.
4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity, inclusivity, value, and growth.
5. Develop, enhance, and align business processes.