

SUMMARY
HLC Self-Study Steering Committee
Tuesday, February 15th, 2005—3-4pm—President’s Conference Room

Present: Drs. Carol Guerrero-Murphy, Barbara Medina, David Svaldi, Teri McCartney, Guy Farish, Frank Novotny, Frank Sanchez, Ed Crowther. Mrs. Dianne Machado, Mr. Mike Nicholson, Mr. Paul Tigan.

- I. The summary from the previous meeting was approved with the following changes.
 - a. (Section III. a.) replaced “Criterion Chairs & Co-Chairs” for “Area/Unit Leaders.”
 - b. (Section III. e.) replaced “Dr. Janice Denton” for “Dr. Denice Denton.”
- II. Revision of the Schedule for HLC Consultant (**Sunday, Feb 20-Wednesday, Feb 23**)
 - a. Notes:
 - i. Dr. Janice Denton comes from Cincinnati; recommended by the HLC as a consultant. She is currently reviewing documents provided by the Provost that will prepare her for her visit.
 - ii. Provost’s office will generate official function requests for all meals during the visit.
 - iii. She would be willing to review other documents, including work on Criteria 3.
 - b. Revisions to Schedule (see attachment)
 - i. Criterion 3 Sub-Committee will meet in RH301 (Noon-3pm, Monday)
 - ii. Drs. Medina and Judd, Mrs. Machado will host Dinner (6pm, Monday)
 - iii. Mr. Mike Nicholson, Dr. Novotny, and Mrs. Machado will host breakfast (8ish, Tuesday)
 - iv. 9am-11am (Monday) meeting still needs meeting location.
 - v. Open meeting time #1 will be held in ES222 (11am-Noon, Tuesday)
 - vi. Graduate Council (Dr. McCartney—contact) will host lunch (Noon, Tuesday)
 - vii. Open meeting time #2 will be held in LIB316 (1:30-2:30pm, Tuesday)
 - viii. 6pm dinner on Tuesday left TBD.
 - ix. Dr. Svaldi will take Dr. Denton to the airport on Wednesday
- III. Revision to the Draft Prospectus
 - a. Steering Committee
 - i. Dr. Guerrero-Murphy has been added.
 - ii. New Faculty Senate President (elected in April) will be added.
 - iii. No other faculty members will be added.
 - iv. All three local trustees (Tim Walters, Tim Bachicha, LeRoy Salazar) will be invited to sit on the committee. Dr. Wueste will be asked to invite the trustees.
 - v. Dr. Wueste will be consulted regarding student representation on the committee.
 - b. Writing Committee
 - i. Mr. David Goetzman from the Library staff was recommended to be added.
 - c. Criteria I Sub-Committee: Mission and Integrity
 - i. Trustee Charles Scoggin will be invited to join.
 - ii. Student Representative will be recruited by Dr. Sanchez
 - iii. Mr. Bill Schlaufman, Controller, was recommended to be added.
 - iv. Ms. Liz Martinez, Extended Studies, was recommended to be added.
 - v. Dr. Tracy Robinson, EPLS, was recommended to be added.
 - d. Criteria II Sub-Committee: Preparing for the Future
 - i. No changes.
 - e. Criteria III Sub-Committee: Student Learning and Effective Teaching
 - i. Dr. Ted McNeilsmith was removed from the sub-committee

- f. Criteria IV Sub-Committee: Acquisition, Discovery, Application of Knowledge
 - i. Mr. Mike Garcia, Director of Upward Bound, was recommended to be added.
 - ii. Ms. BJ Keefer, Student Life Director, was recommended to be added.
 - iii. Ms. Kris Lenker, FIG Director, was recommended to be added.
 - iv. Mr. Ken Marquez, Director of Housing, was recommended to be added.
- g. Criteria V Sub-Committee: Engagement and Service
 - i. One of the three local trustees will be invited to join the sub-committee.
 - ii. Peggy Lamm, Board of Trustees Chair, will be invited to join the sub-committee.
 - iii. The unnamed seat for faculty representative will be removed from the sub-committee.
 - iv. Michael Daniel, Coordinator of the Outdoor Programs, was recommended to be added.
 - v. Dr. Svaldi will contact community members and invite them to the committee
 - 1. Rob Orringdolph, Gigi Darricades, Kathy Rogers.
 - 2. TSJC Representative to be determined
- h. Federal and State Compliance Committee
 - i. Mr. Bill Mansheim will be added.
 - ii. Dr. Ed Crowther will be added.
 - iii. A staff representative from the Business Office will be added.
- IV. Revisions to the Individual Unit/Department/Committee Self Study
 - a. This document intended to motivate and guide campus through the self-study process.
 - b. What should be added or subtracted to have the
 - c. Step1: Mission Statement/Goals
 - i. It was agreed that Step I overlaps the goals of Criteria III and should be omitted.
 - d. Step 2: Perform a SWOT Analysis
 - i. The idea was proposed for the CELT program to train campus organizations how to properly conduct the analysis.
 - ii. It was proposed to set up an outline template for departments to fill out during the SWOT analysis. If this approach is taken, the writing committee should develop the outline in a way that would benefit their writing process in the future.
 - iii. Timeline
 - 1. The campus needs to be motivated to finish this project in a timely manner.
 - 2. There was some discussion about how to carry the project from spring to fall.
 - 3. Solutions ranged from finishing it before the end of May, offering a final deadline in the Fall, or offering incremental deadlines throughout the spring and fall.
 - 4. It was proposed that a “worst-case scenario” timeline be developed.
 - 5. The dates for the HLC visit are still unknown, impeding the development of a meaningful timeline.
 - e. Please look over the document and make suggestions to Dr. Svaldi. Any help making the document more palatable to the greater campus would be appreciated.
- V. Announcements
 - a. If you haven’t RSVP with Donna for the February 23rd luncheon, please do so.
 - b. Mr. Bill Mansheim has analyzed the schedule for the HLC Conference in Chicago and has determined that we will need 12 people to attend every single session. The conference is being held April 8th-12th (Friday-Tuesday); please let Dr. Svaldi know if you would like to attend.
- VI. Adjournment