

SUMMARY
HLC Self-Study Steering Committee
1-2pm—June 7th, 2005—President's Conference Room

Present: Drs. Barbara Medina, Georgia Grantham, Teri McCartney, Guy Farish, and David Svaldi. Mr. Bill Mansheim, Mr. Mike Nicholson, Mr. Ken Marquez, and Mr. Paul Tigan.

- I. Updated Timeline of Events
 - a. Mike Nicholson presented updated timeline of events
 - i. Board of Trustees (BOT) meeting dates now included.
 - b. Other issues
 - i. Follow-up visit by Dr. Janice Denton tentative for around August 19th.
 - ii. Content for "All Hands Event" to be finalized by August 1st.
 1. Barbara Medina and Teri McCartney will put together preliminary draft for July steering committee meeting.
 - c. To be added
 - i. When external survey results are due to Higher Learning Commission
 - ii. How we (ASC) will respond to data collected from the community, i.e. the external survey for our use.
 - d. Mike Nicholson will update the timeline and distribute it back to the group.
- II. Organization/Communication/Process Chart
 - a. Guy Farish presented an updated organization chart to the group
 - b. Concerns
 - i. "Organization" in the title was changed to "communications."
 - ii. Who is in contact with the HLC?
 1. Dotted line to the Provost, solid line to the President.
 - iii. Where is the faculty? Subset of Academic Affairs?
 - iv. Add box for Enrollment Management to second line. Replace Extended Studies?
 - v. Departments rather than titles in second line
 1. "Academic Affairs" for Provost
 2. "Business & Finance" for CFO
 - vi. Broaden the scope of the steering committee?
 1. Perhaps expand the box that denotes the steering committee to include the second line (as all are represented on the committee)
 - c. Membership
 - i. Guy Farish will develop a corresponding list of who is serving on what committees.
- III. Criterion I Report—Mike Nicholson
 - a. The group has divided out the sub-criteria for Mission and Integrity to individual members.
 - b. Meeting June 8th to collate information gathered regarding sub-criteria
 - i. Will put information into outline format
 - ii. Will review available data and decide what more is needed for full report.
 - c. Planning to develop preliminary draft in July.
 - i. Will update draft when documents from Criterion II (Vision statement, etc.) are presented on July 29th.

- d. Turn over revised draft to the writing committee in September.
- IV. Criterion II—David Svaldi
 - a. Group continues to work on Strategic Plan, Vision Statement.
 - i. Documents received from the President
 - ii. Intend to present a working strategic plan to the BOT at their July 13-14 retreat.
 - b. Frank Novotny is currently in the process of revising Trustee’s Policy Manual.
 - i. Three (hypothetical) Versions
 - 1. The old manual from the state college system
 - 2. The old manual from the state college system revised in names and titles to reflect ASC’s recent independence
 - 3. A new manual developed for the future governance of ASC as an independent entity.
 - ii. The BOT is currently governed by #1.
 - iii. Frank Novotny is currently drafting #2.
 - iv. The BOT aims to have #3 in place within a reasonable and prudent time frame.
 - v. Mike Nicholson will contact Frank Novotny for #2, as it will be included in the reporting for Criterion I.
- V. Criterion III
 - a. Currently adjourned for the summer, though much progress was made at the end of the spring semester.
 - i. Current Plan and work organization.
 - 1. Programs are currently revising their program goals to align with the new Institutional Goals.
 - 2. The faculty is revising institutional syllabi to reflect newly aligned program goals.
 - 3. The goal here is congruency in the goals from the course to institutional levels.
 - 4. Data gathering to evidence this will begin in earnest in the fall.
 - ii. The data gathered so far is being collected and organized by the interns in the Assistant Provost for Academic Affairs and Business and Finance offices
 - 1. They are inputting the data into a database that will help make the information searchable and more effectively usable.
 - b. FYI—Provost Council Meets July 18th. Same Day, Time and Place.
- VI. Criterion IV—Teri McCartney
 - a. The group is currently working through the core requirements of the criterion.
 - b. Surveying and collecting data
 - i. Searching for clear and consistent documentation of ASC’s value for lifelong learning (Board documents, manuals, etc.)
 - c. Issues
 - i. Faculty Development Funds
 - ii. Student research opportunities
 - iii. Course Auditing
 - 1. What’s the policy? For students? For faculty and staff?
- VII. Criterion V—Georgia Grantham
 - a. The largest question is what does “Service & Engagement” mean exactly?

- i. Researching models from other HLC reports and from presentations made in Chicago
 - ii. Developing matrices and surveys to gauge service within departments and across campus.
 - b. Capacity
 - i. This appears to be a consistent question throughout Criterion V.
 - 1. How do we handle 23,000 students and still maintain a standard for a high-quality educational experience?
- VIII. State & Federal Compliance Committee
 - a. Invite Phil Schroeder to next meeting in order to get him acquainted, caught up.
 - b. Add Bill Schlaufman to the committee.
 - c. Add Belen Maestas to the committee as well.
- IX. Student Affairs and Accreditation
 - a. Ken Marquez, Interim Dean for Student Affairs, will join the Steering Committee
 - i. Other Student Affairs Assignments
 - 1. Criterion I sub-committee—Ken Marquez will be added
 - 2. Criterion IV sub-committee—sufficient representation
 - 3. Federal & State Compliance committee—Belen Maestas
 - 4. Other student affairs staff will be asked to help as needed.
- X. Next Meeting—Tuesday, July 19th, 2005—1-2pm—President's Conference Room
 - a. Fall Assessment event
 - b. Committee Reports
 - c. Other items to be announced