

SUMMARY
HLC Self-Study Steering Committee
March 29th, 2005—3-4pm—President's Conference Room

Present: Drs. David Svaldi, Guy Farish, Teri McCartney, Carol Guerrero-Murphy, Barbara Medina, and Georgia Grantham. Mr. Mike Nicholson, Mr. Bill Mansheim, and Ms. Barb Friese.

- I. The summary from the March 22nd meeting was approved without discussion.
- II. The Mission statement subcommittee had no report.
- III. Criterion 2 Preparing for the Future
 - a. Time to start focusing on this area
 - b. Recommended we look at the UNC website on this area – well done
 - c. ZBB will be a major component of this part of the self-study
 - d. Mike Nicholson noted that we do not have a comprehensive Institutional Technology (IT) plan in place and we need one as part of this process
- IV. Academic Plan
 - a. Needed to drive IT plan
 - b. Needed to drive Facilities plan
 - c. Current academic plan is very general
 - d. Growth is occurring in academic areas without planning for infrastructure needs, staffing needs, and IT needs
 - i. Historical data on SCH growth can be looked at – does it predict future growth?
 - ii. Dr. Medina offered to organize a spreadsheet for academic growth planning
- V. Questions for Departmental Academic Planning
 - a. Where do you want to be in 5 years?
 - b. Which of your programs are likely to grow / have potential for growth?
 - c. What are your needs to achieve this growth?
 - d. What limitations does your department face now?
 - e. Who are your students?
- VI. How do we project growth accurately?
 - a. Predict 5% per year
 - b. Plan top down
 - c. Target growth to specific areas
 - d. What does the President's 4000 student target actually mean?
 - i. FTE vs. headcount
 - e. How do we recruit transfer students?
 - i. Should we focus more on transfers
 - ii. Currently about 10% of our students transfer out of ASC, about equal to number that transfer in to ASC
 - f. Non-traditional students (age 25+)
 - i. Fast growing segment of student population
 - ii. Tend to be more successful than traditional age freshman
 - g. Planning for Developmental Programs also needed
- VII. Dr. Svaldi will make a request to Dept. Chairs to predict potential growth
 - a. Based on questions above in number V.

- VIII. Off site retreat desired to work on planning
 - a. Will complete strengths and weaknesses planning during Chicago trip
- IX. Next week's meeting will largely entail planning for HLC National Meeting
 - a. Will assign specific sessions for each person to attend
 - b. Please download the updated schedule from the HLC website before April 5th meeting