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| AGENDA/MINUTES |
| Team Name | Accreditation Committee |
| Date | 19-Jan-2021 |
| Time | 2:00 pm |
| Location | ZoomMyrna Perkins is inviting you to a scheduled Zoom meeting. Join Zoom Meeting <https://zoom.us/j/96228386115> Meeting ID: 962 2838 6115 One tap mobile +12532158782,,96228386115# US (Tacoma) +13462487799,,96228386115# US (Houston)  |

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| Facilitator | Myrna Perkins | Recorder | Sarah Riegel |
| Team members | Present XAbsent 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 |
|  |  |  |  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| Informational Items |  |
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| Topics/Notes | Reporter |
| * Accreditation Timeline | Year 8
	+ Located on the T drive under Accreditation

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| * Additional Location Visit | Spring 2021
	+ Peer Reviewer is associated with McPherson College – Coleen Tyler
	+ Myrna sent her a welcome email and asked for dates that work for her
	+ Must have report to her 30 days prior to visit date
	+ Myrna will get Cathie a list of items we need to write to
	+ HLC just wants to see that we offer the same service and resources to the other locations

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| * HLC Annual Conference | April 5 – 9th, 2021 | Virtual Conference

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| **Attendee** | **Date** | **Program** |
| Dr. Heilman | Monday, April 5, 2021 | Presidents Program |
| Elaine SimmonsAngie MaddyStephanie JoinerCathie OshiroJo HarringtonRandy Thode | Monday, April 5, 2021 | Accreditation Program |
| Myrna Perkins | Monday, April 5, 2021 | Peer Corps |
| Elaine SimmonsAngie MaddyStephanie JoinerCathie OshiroJo HarringtonRandy ThodeCharles Perkins Myrna Perkins | Tuesday, April 6 – Friday, April 9, 2021 | General |

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| * Deeper Dive | Criterion 1: Mission
	+ Started looking at the final report form our last assurance argument
	+ Peer review feedback on 1.D.3. – the next peer review team will note the comments from the prior peer review and see how we’ve responded to the comments – we need to be clear why we are sending out these surveys to our constituents and what are we doing with the data we collect
	+ Charles was collecting information on who was sending out surveys
	+ Gap: we don’t survey our partners
	+ The advisory boards will start meeting in about month so we could start there
	+ Could we develop a survey to use this spring to capture some feedback
	+ WTCE division used to survey – Elaine will see what we have documented
	+ Does the Foundation do any surveys? Myrna will check
	+ See if PR does any surveys – Mark will check with Brandon
	+ Dr. Heilman was interested in using a 3rd party to review our mission statement – Myrna will visit with Dr. Heilman about utilizing the college employees to do this instead of a 3rd party
	+ We need to solicit input from all constituents even the community when reviewing the mission statement
	+ Student Success Academy is surveying the college for one word the best described Barton – we could use this towards the mission statement work – Angie
	+ Elaine is taking the 29 graduates of the Leadership Institute and dividing them into work groups – Myrna would like a group for Accreditation – they could work on the mission statement

Discussion document provided. |  |
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| Action Items | Responsibility |
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**ALWAYS KEEPING IN MIND:**

**Barton Core Priorities/Strategic Plan Goals
Drive Student Success**

1. Increase student retention and completion
2. Enhance the Quality of Teaching and Learning

**Cultivate Community Engagement**

1. Enhance Internal Communication
2. Enhance External Communication

**Emphasize Institutional Effectiveness**

1. Initiate periodic review of the Mission Statement and Vision Statement.
2. Through professional development, identify and create a training for understanding and use of process improvement methodologies.

**Optimize Employee Experience**

1. Develop more consistent & robust employee orientation.
2. Enhance professional development system.