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| AGENDA/MINUTES |
| Team Name | Accreditation Committee |
| Date | 22-Apr-2021 |
| Time | 3:00 pm |
| Location | Join Zoom Meeting <https://zoom.us/j/91623306062> Meeting ID: 916 2330 6062 One tap mobile +13462487799,,91623306062# US (Houston) +16699006833,,91623306062# US (San Jose)  |

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| --- | --- | --- | --- |
| Facilitator | Myrna Perkins | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| o | Elaine Simmons | x | Angie Maddy | x | Mark Dean | o | Cathie Oshiro |
| x | Randy Thode | x | Jo Harrington | x | Sarah Riegel | x | Myrna Perkins |
| x | Stephanie Joiner | x | Lindsay Holmes | x | Janet Balk | x | Abby Kujath |
| x | Matt Connell | x | Lee Miller | x | Karly Little | x | Kurt Teal |
| x | Brian Howe | x | Claudia Mather | x | Kathy Kottas | x | Todd Mobray |
| Guests |
|  |  |  |  |  |  |  |  |
| “Doing Accreditation” |  |
|  |  |
| Topics/Notes | Reporter |
| **Additional Location Visit | Summer, 2021**Report due to HLC: May 24, 2021Virtual Visit with Ms. Tyler: TBDMock Visit: TBDDate of Visit: June 24, 2021HLC Peer Review: Ms. Karlene TylerLocations: 1. Fort Riley Campus, 211 Custer Avenue, Ft. Riley, KS
2. Grandview Plaza, 100 Continental Avenue, Grandview Plaza, KS

“Institutions with three or more off-campus additional locations are required to undergo a Multi-Location Visit every five years. The visit is conducted by an HLC peer reviewer and involves a representative sample of the institution’s additional locations. The purpose of the Multi-Location Visit is to confirm the continuing effective oversight by the institution of its additional locations.” -- From HLC website.* Individuals have been tasked with providing information to Cathie so she can write the report
* Several teams have responded to Cathie with information
 | Cathie |
| **Mission Review Process**<https://internal.bartonccc.edu/policy/college-operations> <https://docs.bartonccc.edu/procedures/2102-strategicguide.pdf> * Team will review and discuss via email or at the next meeting
 | Myrna PerkinsMission DocumentRevision Document (draft) |
| **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 ThodeMyrna Perkins | Tuesday, April 6 – Friday, April 9, 2021 | General |

Link to Conference: <https://www.eventscribe.net/2021/HLC/> Conference Report-Out:* Angie – varying definitions of co-curricular
* Jo – program assessment/review was a big topic; co-curricular mentioned frequently; explain and justify effective processes for assessment
* Stephanie – co-curricular was a big topic; evidence based upon processes
* Randy – brought up the prediction of a decline in enrollment in the next 4-5 years; processes using data (can’t use antidotes as evidence); look at quantifiable targets; key indicators that goals can improve
* Myrna – peer review training; responsibilities of the liaison officer; competency based education
 | Attendees  |
| **HLC’s Assumed Practices Spotlight**<https://www.hlcommission.org/Policies/assumed-practices.html>“Foundational to the Criteria and Core Components is a set of practices shared by institutions of higher education in the United States. Unlike the Criteria for Accreditation, these Assumed Practices are (1) generally matters to be determined as facts, rather than matters requiring professional judgment and (2) not expected to vary by institutional mission or context. Every institution must be in compliance with all Assumed Practices at all times.”B. Teaching and Learning: Quality, Resources, and Support1. Programs, Courses, and Credits
	* 1. The institution adheres to policies on student academic load per term that reflect reasonable expectations for successful learning and course completion.

Student’s academic credit load per term – we currently don’t have a limit but we are working on a policy/procedure | Myrna Perkins |
| **HLC’s Criterion Spotlight | Criterion 5: Institutional Effectiveness, Resources & Planning****5.C.** The institution engages in systematic and integrated planning and improvement.1. The institution allocates its resources in alignment with its mission and priorities, including, as applicable, its comprehensive research enterprise, associated institutes and affiliated centers.
2. The institution links its processes for assessment of student learning, evaluation of operations, planning and budgeting.

Need to look at this closer – Myrna will schedule a meeting to discuss (Randy, Elaine, Jo, Angie, Mark, Cathie, Myrna) | Myrna Perkins |
| **HLC: Evaluations and Sanctions** [https://docs.bartonccc.edu/trustees/studysession/fy1718/201709/HLC%20Institutional%20Evaluation%20&%20Sanctions.pdf](https://docs.bartonccc.edu/trustees/studysession/fy1718/201709/HLC%20Institutional%20Evaluation%20%26%20Sanctions.pdf) **Public Disclosure Spotlight**<https://www.hlcommission.org/Accreditation/special-conditions-for-monitoring.html>* This is a list of colleges with their sanctions and reasons why
* This could give us insight into what to avoid
 | Myrna PerkinsCathie Oshiro |
| **Process Improvement*** “Baldrige Excellence Framework: A Systems Approach to Improving Your Organization’s Performance (Education).”

<https://docs.bartonccc.edu/bartonplanning/training/HLC%20Maturity%20Scale.pdf>  | Myrna PerkinsHLC Maturity ScaleStrategic ProcessProcess Map |
| **ALO Report** The following location has been approved by HLC:American Medical Response401 SW Jackson StTopeka, KS 66603The paramedic program will be offered at this location. | Myrna Perkins |
| **HLC Peer Reviewer Report & Insights*** Peer Review

 **Higher Learning Commission*** 7 Systems Appraisals
* 2 Quality Check-up Visits
* 17 Federal Compliance Panels
* 2 Comprehensive Visits
* 2 Year 4 Assurance Argument Reviews
* 9 Additional Location Visits
* 3 Financial Indicator Panels
* HLC Conflict of Interest Policies

<https://download.hlcommission.org/peer-review/ObjectivityConflictofInterest_PRC.pdf>  | Myrna Perkins |
| **Student Success Academy Report*** They will have their second spring meeting with their mentor next week
* At their last meeting the mentor gave pointers and tips
 | Angie Maddy |
| **Report Writer Report** – no update**Evidence Collection Assignment Progress*** Asked for everyone in the evidence collection group to send what evidence they have identified for Criterion 1
 | Cathie OshiroStephanie Joiner |
| **Evidence Collection Report** – no update | Randy Thode |
| Action Items | Responsibility |
|  |  |

**ALWAYS KEEPING IN MIND:**

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

1. Advance student entry, reentry, retention and completion strategies.

2. Commit to excellence in teaching and learning.

**Cultivate Community Engagement**

3. Expand partnerships across the institution.

4. Reinforce public recognition of Barton Community College.

5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions.

**Emphasize Institutional Effectiveness**

6. Develop, enhance, and align business processes.

7. Manifest an environment that supports the mission of the college.

**Optimize Employee Experience**

8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth.

9. Develop, enhance, and align business human resource processes.