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| AGENDA/MINUTES | |
| Team Name | Accreditation Committee |
| Date | 19-Nov-2021 |
| Time | 10:00 am – 11:00 am |
| Location | A-113 | Zoom (A-113)  <https://zoom.us/my/a113barton> |

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| Facilitator | | Myrna Perkins | | | | | Recorder | Sarah Riegel | | |
| Team members | | | | | | | | | Present X  Absent 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 |
| x | Stephanie Joiner | | x | Lindsay Holmes | x | Janet Balk | | | x | Abby Kujath |
| x | Matt Connell | | x | Lee Miller | o | Karly Little | | | x | Kurt Teal |
| x | Brian Howe | | o | Claudia Mather | x | Kathy Kottas | | | x | Todd Mobray |
| o | Dr. Heilman (Optional) | |  |  |  |  | | |  |  |
| Guests | | | | | | | | | | |
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| “Doing Accreditation” | | | | | | | | | | |
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| Topics/Notes | | | | | | | | | | Reporter |
| **Peer Reviewer Experience: What Barton Might Expect**   * HLC Peer Review Team * Team Lead: 30 years HLC Peer Reviewer, >50 peer reviews, retired from higher education * Team Member: Community College President, First Peer Review * Team Member: Faculty, Assessment Leader, Few HLC peer reviews * Team Member: Student Services, 11 years HLC peer review experience * Institution Characteristics * Community College * “Divorced” from 4-Year in 2008 * Technical and Transfer Programs * 1500 students * Presidential History * First President - 10 Years at that college, Not concerned with Accreditation * Two failed presidential searches * Interim President – no higher education experience, 18 months at that college * New President – started April 2021 * Standard Pathways * 2017 Visit (four monitoring reports) * Embedded Monitoring Reports * 3.B General Education (Concepts, Outcomes, Assessment, Data Collection/Analysis) * 4.B Co-Curricular Assessment (Outcomes, Assessment, Data Collection/Analysis) * 4.B Systematic Academic Assessment Plan for General Education (3.B) * 5.C Better Link/Document Planning, Budgeting, Evaluations of Assessment * Planning: constituencies involved, assessment results, prioritization * Budgeting: Development, Assessment Results, Long Range College Planning * Evaluation: KPI’s, Data Collection, Measuring, Evaluation, Prioritization * Importance of a Well Written Assurance Argument! * One Year – New to Accreditation * Assurance Argument was poorly written, hard for the peer reviewers to understand * Peer review team was very concerned about this school * School asked for an on-campus visit (not virtual) – 1.5 days on campus * Schedule Elements * Entrance Meeting with President/President’s Council * Assurance Argument Team * Governing Board * Open Forums: 1 & 2, 3 & 4, and 5 – anyone at the school was invited to attend these, well attended * Area of Focus: Online/Distance Education – couldn’t get a feel for the depth and breadth of offerings * Area of Focus: Diversity Efforts * Area of Focus: Assessment * Area of Focus: Dual Credit – wanted to ensure rigor and qualifications were consistent * Area of Focus: Professional Development for Student Services * Facilities Tour * Drop-In Session – anyone could attend, well attended * Exit Meeting with President/President’s Council * Audit of Faculty Files * Qualifications * Overload * Topical Information of Interest * Enrollment Management Plan * Online Support for Students/Faculty * Diversity Efforts on Campus – efforts at this school were weak, D&I director position was vacant but committee was very passionate – need a more systematic approach and how that aligns with the college mission, nothing about measuring data yet   “The HLC peer team encourages the Institution to work towards further refinement by establishing a systematized framework for all of the great work being done to come together cohesively and showing more direct alignment with the College Mission.”   * Diversity Data: Faculty/Staff, Students * Student Outcomes Influence on Budgeting * Data Informing Continuous Improvement * Campus Master Plan – physical structure (facilities) * Noted “Resets” – this college did well…here’s where we were, here’s where we are now and here’s where we want to go (this college was aware) * Forecasting Strategies – in order for institutions to pivot/change * Items of Note * Name tags for employees * Working Lunch * Hotel with Conference Room * “Everyone needs a ‘Rodney’”! – someone that can coordinate things for the team so the team can just do the work, can anticipate needs | | | | | | | | | | Myrna Perkins |
| **To-Do List Items:**  T:\ACCREDITATION EVIDENCE TEAM\TO-DO LIST   * Haven’t added any assignments yet * Wants a deeper dive on BOL – Cathie reached out to Claudia * Deeper focus on initiatives – Leadership, SAD, AI, etc. – will create a journey map; what kind of data are we collecting to show we are making improvements | | | | | | | | | | Cathie Oshiro |
| **KPI (Key Performance Indicators)**   * Will present them as a metric * Renamed some of them * Present at the next board meeting | | | | | | | | | | Todd Mobray |
| **Student Success Academy**   * Starting into year 3 with mentor consultations * Working on a draft from data pulls | | | | | | | | | | Stephanie Joiner |
| Action Items | | | | | | | | | | Responsibility |
| * Share our Assurance Argument with campus and BOT before visit | | | | | | | | | |  |

***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.