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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 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 |
| 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 |
|  |  |  |  |  |  |  |  |
| “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
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***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.