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| AGENDA/MINUTES |
| Team Name | Accreditation Committee |
| Date | 27-Apr-2023 |
| Time | 2:00 – 3:00 pm |
| Location | Join Zoom Meeting<https://bartonccc-edu.zoom.us/j/95312551496>Meeting ID: 953 1255 1496 |

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| Facilitator | Myrna Perkins | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| x | Janet Balk | x | Matt Connell | x | Mark Dean | x | Jo Harrington |
| o | Dr. Heilman | o | Lindsay Holmes | x | Brian Howe | x | Stephanie Joiner |
| x | Kathy Kottas | x | Abby Kujath | x | Karly Little  | x | Angie Maddy |
| x | Claudia Mather | x | Lee Miller | x | Todd Mobray | x | Myrna Perkins |
| x | Jenna Hoffman | x | Renee Demel | x | Darren Ivey | x | Amye Schneider |
| x | Sarah Riegel | x | Elaine Simmons | x | Kurt Teal | x | Randy Thode |
| x | Maggie Harris |  |  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| “Doing Accreditation” |
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| Topics/Notes | Reporter |
| * Accreditation Committee Work Cycle
* Full Committee Meeting Schedule: Feb | April | Sept | Nov
* Sub-group work (See below.)
* Information pushed as necessary
* New/revised Accreditation Committee Membership
 | Myrna |
| * Sub-Group Work
* Annual Institutional Data Update (AIDU) Report – Completed
* Mark Dean, Todd Mobray, Myrna Perkins
* Submitted March 31, 2023
* Community Celebration/Reception – Completed
* Jenna Wornkey, Claudia Mather, Elaine Simmons, Karly Little
* Celebration April 20, 2023
* Develop Working Report Template Documents
* Meetings are scheduled for this summer
* Karly Little, Stephanie Joiner, Lee Miller
* Develop a Working Evidence Repository
* <https://download.hlcommission.org/ProvidingEvidence2020_INF.pdf>
* Meetings are scheduled for this summer
* Todd Mobray, Matt Connell, Randy Thode
* Further Develop Central Historical Archive of Accreditation Documents, Artifacts
* Schedule TBD
* Darren Ivey, Amye Schneider
* Review Team Charter
* Schedule TBD
* Janet Balk, Abby Kujath
 | Myrna |
| * HLC Annual Conference Information

**Presenters:**Jo HarringtonStephanie JointerLee Miller**HLC Peer Reviewer:**Myrna Perkins* + Overall themes: data, data analysis, data collection and presentation, student success, innovation and leadership
	+ Lee’s favorite session: Innovating Higher Education: In the New Normal
	+ Myrna’s favorite session: Let’s Get Organized: Developing an Evidence Inventory Now!
 | Myrna, Jo, Lee, Stephanie |
| * HLC Peer Review Report
* Location Visit
	+ Myrna attended a location visit this spring
	+ This institution has a military connection
	+ The institution’s rep acknowledged Barton and our military presence at FR and FL
	+ They thought our programs are really great and that it is great that we allow military members and their dependents to take our classes
* Comprehensive Visit
	+ Myrna was a peer reviewer at an institution recently
	+ Some concerning items came up at this institution
	+ Instructors only connected with students twice during the semester, last half of semester assignments never graded, syllabi were inconsistent or lacked content, HR files disorganized and no consistency
 | Myrna |
| * ALO Report
* Ag Mechanics – Top Tech Certification Still Awaiting Approval
 | Myrna |
| * Accreditation Action Plan Items

Develop an action plan from HLC Report feedback plus things identified during the preparation for the Comprehensive Visit, development of the Assurance Argument, etc.* “The Team acknowledges these efforts and suggests that the College continue to work actively on the diversity plan that they have established.” (3.C)
* “Ongoing communication and coordination of retention efforts are essential to sustain the objectives of the Student Success Plan recommendations.” (4.C) Student Success Alliance
* “The College appears committed to further developing its capability to collect and use student data to improve student retention and success across its many programs and campuses. (4.C) Student Success Alliance
* “With the College’s focus on improving student success data, further analysis of this data will support academic and student success initiatives across the College.” (4.S) Student Success Alliance/Institutional Effectiveness
* “The Team recommends a more deliberate documentation of the role of students in decision-making processes for future accreditation arguments.” (5.A)
* “While the success of Workforce programs is evident, the Team recommends a more deliberate documentation of Workforce Training outcomes.” (5.A)
* "Barton told the Team that they are moving to a more permanent membership. The Team recommends that careful consideration of the committee composition includes a majority of faculty.” (3.A)
* Update of the Data Dictionary (Federal Compliance Report) Institutional Effectiveness/PTP/Student Success Alliance
* Update of the Programs of Study Webpage (Federal Compliance Report) PTP Sub-Group
* Code of Conduct Training (Federal Compliance Report)
* Assignment of Credit Hours Process (Federal Compliance Report) Elaine
* Accreditation Continuity Planning | Cultivate Barton HLC Peer Reviewers
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| Action Items | Responsibility |
| * n/a
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### Mission

Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs.

**ENDS:**

1. Fundamental Skills
2. Workplace Preparedness
3. Academic Advancement
4. Barton Experience
5. Regional Workforce Needs
6. Barton Services & Regional Locations
7. Strategic Planning
8. Contingency Planning

***Barton Core Priorities***

1. Drive Student Success
2. Cultivate Community Engagement
3. Optimize the Barton Experience
4. Emphasize Institutional Effectiveness

***Strategic Plan Goals***

1. Advance student entry, reentry, retention and completion strategies.
2. Foster excellence in teaching and learning.
3. Expand partnerships & public recognition of Barton Community College.
4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity, inclusivity, value, and growth.
5. Develop, enhance, and align business processes.