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| AGENDA | MINUTES |
| Team Name | Accreditation Committee |
| Date | 16-Aug-2022 |
| Time | 2:00 – 3:00 pm |
| 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 |
| o | Matt Connell | x | Lee Miller | x | Karly Little | x | Kurt Teal |
| x | Brian Howe | x | Claudia Mather | x | Kathy Kottas | x | Todd Mobray |
| x | Dr. Heilman (Optional) |  |  |  |  |  |  |
| Guests |
|  |  |  |  |  |  |  |  |
| “Doing Accreditation” |
|  |
| Topics/Notes | Reporter |
| **HLC Peer Review Team*** Preliminary Information
	+ On-Campus Team of 5 + 1 Federal Compliance Reviewer
	+ Five Community College Peers – Large to Small Tech
	+ Assessment Experience
	+ Allied Health Experience
	+ Student Affairs Experience
	+ Instruction Experience
	+ Very diverse team

Dr. Jill Wright, Team LeadAssistant Vice President for Assessment, Accreditation & Services[Illinois Central College](https://icc.edu/)

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| Dr. Lisa GerowProfessor Nursing, Faculty Chair[Tulsa Community College](https://www.tulsacc.edu/) | Dr. Monty HarrisInterim Vice President of Academic Affairs[Southeast New Mexico College](https://senmc.edu/) |
| Dr. Osaro IghodaroVice President, Student Affairs[Maricopa Community College -- South](https://www.maricopa.edu/) | Moira LafayetteDean, Health Sciences & Public Safety[Blackhawk Technical College](https://www.blackhawk.edu/) |

Federal Compliance Report Reviewer:Dr. Olukemi FadayomiConsultant in Higher EducationProfessor of Biology | Ferris State University | Myrna Perkins |
| **Visit Preparation Strategy*** Assurance Argument
	+ Sharing/Publishing
	+ Encouragement to Read AA
	+ Discussing AA in team meetings (e.g. Dean’s Council, Faculty Council, Student Services)
* Federal Compliance Report
	+ Sharing/Publishing
	+ Encouragement to Read Federal Compliance Report
* Pushing out Information
	+ Postcard to Faculty, Staff, BOT, Placed in Key Places Students Frequent – 9/7
		- Vision | Mission | ENDS | Core Priorities
		- What is an HLC Visit?
		- Why is the Visit important?
		- When is the Visit?
		- HLC Criteria
* Weekly Informational Visit Blasts
	+ Sent 9/14, 9/21, 9/28, 10/5, 10/12, 10/19
	+ HLC Information
	+ HLC Criteria Spotlights (1-5)
	+ Reminders to Read the AA
	+ Visit Schedule
	+ Visit Discussion Topics
	+ HLC Team
* Preparation of Target Groups
	+ Criteria Representatives

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| **Criteria of Accreditation** | **Representatives\*** | **Title** |
| Criterion 1. Mission | Dr. Carl Heilman | President |
| Todd Mobray | Director of Inst. Research |
| Criterion 2. Integrity: Ethical and Responsible Conduct | Mark Dean | VP of Administration |
| Angie Maddy | VP of Student Services |
| Criterion 3. Teaching and Learning: Quality, Resources, and Support | Elaine Simmons | VP of Instruction |
| Angie Maddy | VP or Student Services |
| Criterion 4. Teaching and Learning: Evaluation and Improvement | Elaine Simmons | VP of Instruction |
| Jo Harrington  | Coordinator of Assessment |
| Criterion 5. Institutional Effectiveness, Resources and Planning | Mark Dean | VP of Administration |
| Todd Mobray | Director of Inst. Research |
| \*Myrna Perkins, Accreditation Liaison Officer, representative ad hoc for all Criteria. |

* Faculty (21-Sep-2022) – Myrna will speak to Faculty Council
* Board of Trustees – Myrna will speak at a board meeting
* Open Forum Groups
* Other Focus Groups (per Visit Schedule)
 | Myrna Perkins |
| **Assurance Argument Development Update*** 9/9/2022 – All Evidence Collected
* 9/21/2022 – Writing/Review Finished
* 9/26/2022 – Assurance System Locked
* 9/26/2022 – Publish Reports for Campus Communities

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| **Assurance Argument Development Status** |
| **1 Mission** |
| **Section** | **Status** |
| 1.A Core-Component | In Development in Assurance System |
| * 1.A.1
 | Complete, reviewed, uploaded or being uploaded |
| * 1.A.2
 | Complete, reviewed, uploaded or being uploaded |
| * 1.A.3
 | Complete, reviewed, uploaded or being uploaded |
| * 1.A.4
 | Complete, reviewed, uploaded or being uploaded |
| * 1.A.5
 | Complete, reviewed, uploaded or being uploaded |
| 1.B Core-Component | In Development in Assurance System |
| * 1.B.1
 | Complete, reviewed, uploaded or being uploaded |
| * 1.B.2
 | Complete, reviewed, uploaded or being uploaded |
| * 1.B.3
 | Complete, reviewed, uploaded or being uploaded |
| 1.C Core-Component | In Development in Assurance System |
| * 1.C.1
 | In Process, Waiting for Information, Working with Others |
| * 1.C.2
 | In Process, Waiting for Information, Working with Others |
| * 1.C.3
 | In Process, Waiting for Information, Working with Others |
| 1.S Criterion 1 – Summary | Not Started in Assurance System |
| **2. Integrity: Ethical and Responsible Conduct** |
| **Section** | **Status** |
| 2.A Core Component | Ready for Final Review in Assurance System |
| * 2.A.1
 | Complete, reviewed, uploaded or being uploaded |
| * 2.A.2
 | Complete, reviewed, uploaded or being uploaded |
| 2.B Core Component | In Development in Assurance System |
| * 2.B.1
 | Complete, reviewed, uploaded or being uploaded |
| * 2.B.2
 | Complete, reviewed, uploaded or being uploaded |
| 2.C Core Component | In Development in Assurance System |
| * 2.C.1
 | Complete, reviewed, uploaded or being uploaded |
| * 2.C.2
 | Complete, reviewed, uploaded or being uploaded |
| * 2.C.3
 | Complete, reviewed, uploaded or being uploaded |
| * 2.C.4
 | Complete, reviewed, uploaded or being uploaded |
| * 2.C.5
 | Complete, reviewed, uploaded or being uploaded |
| 2.D Core Component | Ready for Final Review in Assurance System |
| * 2.D.1
 | Complete, reviewed, uploaded or being uploaded |
| 2.E Core Component | In Development in Assurance System |
| * 2.E.1
 | Complete, reviewed, uploaded or being uploaded |
| * 2.E.2
 | Complete, reviewed, uploaded or being uploaded |
| * 2.E.3
 | Complete, reviewed, uploaded or being uploaded |
| * 2.E.4
 | Complete, reviewed, uploaded or being uploaded |
| 2.S Criterion 2 – Summary | Not Started in Assurance System |
| **3. Teaching and Learning: Quality, Resources and Support** |
| **Section** | **Status** |
| 3.A Core Component | In Discovery in Assurance System |
| * 3.A.1
 | Under Review, gathering evidence |
| * 3.A.2
 | Under Review, gathering evidence |
| * 3.A.3
 | Under Review, gathering evidence |
| 3.B Core Component | In Discovery in Assurance System |
| * 3.B.1
 | Under Review, gathering evidence |
| * 3.B.2
 | Under Review, gathering evidence |
| * 3.B.3
 | Under Review, gathering evidence |
| * 3.B.4
 | Under Review, gathering evidence |
| 3.C Core Component | In Discovery in Assurance System |
| * 3.C.1
 | Under Review, gathering evidence |
| * 3.C.2
 | Under Review, gathering evidence |
| * 3.C.3
 | Under Review, gathering evidence |
| * 3.C.4
 | Under Review, gathering evidence |
| * 3.C.5
 | Under Review, gathering evidence |
| * 3.C.6
 | Under Review, gathering evidence |
| * 3.C.7
 | Under Review, gathering evidence |
| 3.D Core Component | In Discovery in Assurance System |
| * 3.D.1
 | Under Review, gathering evidence |
| * 3.D.2
 | Under Review, gathering evidence |
| * 3.D.3
 | Under Review, gathering evidence |
| * 3.D.4
 | Under Review, gathering evidence |
| 3.S Criterion – Summary | Not Started in Assurance System |
| **4. Teaching and Learning: Evaluation and Improvement** |
| **Section** | **Status** |
| 4.A Core Component | In Development in Assurance System |
| * 4.A.1
 | Complete, reviewed, uploaded or being uploaded |
| * 4.A.2
 | Complete, reviewed, uploaded or being uploaded |
| * 4.A.3
 | Complete, reviewed, uploaded or being uploaded |
| * 4.A.4
 | Complete, reviewed, uploaded or being uploaded |
| * 4.A.5
 | Complete, reviewed, uploaded or being uploaded |
| * 4.A.6
 | Complete, reviewed, uploaded or being uploaded |
| 4.B Core Component | In Development in Assurance System |
| * 4.B.1
 | Complete, reviewed, uploaded or being uploaded |
| * 4.B.2
 | Complete, reviewed, uploaded or being uploaded |
| * 4.B.3
 | Complete, reviewed, uploaded or being uploaded |
| 4.C Core Component | In Development in Assurance System |
| * 4.C.1
 | Under Review, gathering evidence |
| * 4.C.2
 | Under Review, gathering evidence |
| * 4.C.3
 | Under Review, gathering evidence |
| * 4.C.4
 | Under Review, gathering evidence |
| 4.S Criterion 4 -- Summary | Not Started in Assurance System |
| **5. Institutional Effectiveness, Resources and Planning** |
| **Section** | **Status** |
| 5.A Core Component | Not Started in Assurance System |
| * 5.A.1
 | Not Started in Assurance System |
| * 5.A.2
 | Not Started in Assurance System |
| * 5.A.3
 | Not Started in Assurance System |
| 5.B Core Component | Not Started in Assurance System |
| * 5.B.1
 | Not Started in Assurance System |
| * 5.B.2
 | Not Started in Assurance System |
| * 5.B.3
 | Not Started in Assurance System |
| * 5.B.4
 | Not Started in Assurance System |
| 5.C Core Component | Not Started in Assurance System |
| * 5.C.1
 | Not Started in Assurance System |
| * 5.C.2
 | Not Started in Assurance System |
| * 5.C.3
 | Not Started in Assurance System |
| * 5.C.4
 | Not Started in Assurance System |
| * 5.C.5
 | Not Started in Assurance System |
| * 5.C.6
 | Not Started in Assurance System |
| 5.S Criterion -- Summary | Not Started in Assurance System |

* Overview – not started – Myrna will do this piece
 | Cathie Oshiro |
| **Federal Compliance Report Update*** Q. 1 Assignment of Credits, Program Length and Tuition
* Syllabi | Concourse – there are some syllabi missing information/sections not filled out – Elaine will work with the Dean’s to determine what’s missing and which faculty need to complete their syllabi
* List of Active Classes | Spring, Summer, Fall 2022

 * Q. 5 Protection of Student Privacy (New!)
* FERPA
* GLBA Policy & Procedure
* HIPPA
* Student Privacy Training
* Student Authentication | Proctoring
* Q. 7 Specialized Accreditation Status Dates
* Dietary Manager
* Emergency Medical Services
* Medical Laboratory Technician
* Nursing
* Q. 8 Recruiting, Admissions and Related Institutional Practices (New!)
* Incentive Compensation
* Consumer Protection
* Code of Conduct Training – Myrna will train these areas before the visit
* Admissions
* Recruiting
* Enrollment Management
* Marketing or Advertising Staff
* Financial Aid
 | Myrna Perkins |
| **Barton Website Review Update*** Everyone should check their website areas in September

**Evidence Collection*** Currently putting information into the argument
 | Randy Thode |
| Action Items | Responsibility |
| n/a |  |

**ENDS:**

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



***Barton Core Priorities/Strategic Goals***

**Drive Student Success**

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

2. Foster excellence in teaching and learning.

**Cultivate Community Engagement**

3. Expand partnerships & public recognition of Barton Community College.

**Optimize the Barton Experience**

4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity,
  inclusivity, value, and growth.

**Emphasize Institutional Effectiveness**

5. Develop, enhance, and align business processes.