

ACCREDITATION STEERING COMMITTEE MEETING

January 29, 2015

5:00 PM – Ag Hall Conference Room

MEMBERS:

Dottie Evans (Facilitator)	Becky Currie (Absent)
Glenn Jackson	Jo Bek (Absent)
Ricky Barnes	Brad Ramsdale
Paul Clark	Jan Price (Recorder)
Tina Smith (Absent)	Jennifer McConville
Scott Mickelsen (Absent)	Eric Reed (Absent)

The Accreditation Steering Committee Meeting was called to order at 5:00 pm with the above referenced individuals in attendance.

WELCOME

- ◆ Dottie Evans welcomed everyone to the meeting.

MINUTES FROM JANUARY 22, 2015

- ◆ No additions or corrections to the minutes. Motion to approve by Glenn Jackson, second by Brad Ramsdale.

REVIEW OF TIMELINE

- January 15, 2015 Master to do list updated
- January 22, 2015 Criterion 1 checkpoint with Steering Committee
- January 29, 2015 Criterion 2 checkpoint with Steering Committee
- February 6, 2015 Criterion 4 checkpoint with Steering Committee
- February 12, 2015 Criterion 5, checkpoint with Steering Committee
- February 19, 2015 Federal Compliance checkpoint with Steering Committee
- February 26, 2015 Incorporate feedback from Steering Committee
- March 1, 2015 Initial Dean's review of Criteria complete

CRITERION TWO. INTEGRITY: ETHICAL AND RESPONSIBLE CONDUCT

- ◆ Criterion Two will be reviewed on February 5, 2015, instead of this week.

HIGHER LEARNING COMMISSION WEBSITE

- ◆ Dottie reviewed the process for uploading information to the common, which will be transferred to the HL Commission.
 - Upload evidence file – 2016 evidence as PDF
 - URL sources
 - Catalog
 - Faculty Handbook
 - Students Handbook
 - Class Schedule
 - Faculty Roster
 - Folders for Assumed practice list and Assurance list
 - For convenience of locating items for review by Dr. Rosati and Dr. Mickelsen, include the date in the file name of the criterion writing and separate the most recent version from the previous versions by developing two separate file folders.

MASTER TO DO LIST

- ◆ The committee continued their review and discussion of the “assurance” items. Many areas have been identified regarding evidence location. The individual teams will continue to work on some unfinished areas.
- ◆ During the discussion, the committee recommended the continuation of the committee after the site visit, to avoid lapses of documentation and maintain the correct policies and procedures for the future. It is too easy for information to not be forwarded to others when a vacancy occurs in the college. Perhaps the job description should include specific attention to the accreditation process.

NEXT MEETING:

- ◆ Thursday, February 5, 2015, 5:00 pm, Ag Hall Conference Room

MEETING AJOURNED