MEMBERS:

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

The Accreditation Steering Committee Meeting was called to order at 7:00 am with the above referenced individuals in attendance.

WELCOME

Dottie Evans welcomed everyone to the meeting.

APPROVE MINUTES FROM OCTOBER 16, 2014

Motion by Jo Bek to approve minutes from previous meeting, second by Becky Currie, minutes approved.

KANSAS CITY SEMINAR

Dr. Ron Rosati, Paul Clark, Dr. Glenn Jackson, Jennifer McConville and Tina Smith attended the Standard Pathway Seminar in Kansas City on November 11, 2014.

Dr. Jackson reported on the seminar
  • In general, we are on track and following our timeline.
  • Received helpful information and tips on writing our arguments.
  • If a particular sub-component does not apply to NCTA, we do not need to write specifically about it.
  • We need to emphasize our strong points, be aware of our weaknesses and address how we are working on improving our weaknesses.
  • Discussion of Student Learning Outcomes revealed we may be weak on integrated planning.
  • Discussion of how to plan and prepare for the actual visit.
  • Valuable examples to use in writing were handed out
    o Six Fundamental Questions For Conversations On Student Learning
    o Writing the Evidentiary Statement
    o Sample Evidence for Criteria
  • It is important to constantly review the assessment process and as we go forward, update annually in order for us to not have a rush at the end.
Paul stated the facilitator at the seminar was very good and available to help us as we continue working forward. The writers are not responsible for the evidence, writers just write. His team is waiting for evidence from various sources on campus. Other committee members expressed the same concern—evidence is not available to them.

Dottie stated Tina’s input from the seminar—“Good for them to attend Kansas City. The HLC will provide additional information and assistance as we go forward. We will be included in future discussions and conversations and have resources and contacts to use when writing and preparing for the visit.”

**WRITING REVIEW OF CRITERION #3**

- Glenn – Looks good, arguments well addressed, some questions regarding writing links and references.
- General discussion about Criterion #3, Core Components, Assurance Section Checklist. Brad indicated this is just a rough draft form and he will change the Appendix references to reference the document as a whole. He and Eric will continue writing Criterion #3.
- Dottie will check on if we should have an Introduction that states who we are as an Institute of Higher Education.

**REVIEW OF TIMELINE**

- Glenn stated Criterion #1 will be reviewed in January.
- It is important for the committee to stay on track. When evidence is required for writing, continue to push for the information to be forwarded to the committee.

**NEXT MEETING:**

December 11, 2014, at 7:00 AM, Room 137, Education Center

Meeting adjourned.