I. Attendance:
Present: Mike Kearns, Tracy Gift, Danette Bristle, John Kitts, Brian Zoll, Claudia Tinman, Shawn Bristle, Jim Lyddane, Steve Sorden, Nick Sanchez, Diana Stithem, Ana Masterson, Dave White, Susan Lucas, Michele Bogue, Rosie LeFebvre, Carolyn Hamblin (via Movi)
Absent: Brandon Boulter, Julie Chew, Audrey Ruffner, Tim Mayo

II. Important Dates
- Monday, February 21, 2011 – Presidents Day – College Closed
- Thursday, February 24, 2011 – Last Day to Add/Drop 12-Week Courses
- Tuesday, March 1, 2011 – Applications Due for May and Summer Graduates planning to attend commencement.
- Monday, March 14 – Saturday, March 19 – Spring Break – College Closed

III. Review of Proceedings From Last Meeting
a. Review of self-study plan
Self-study plan has been updated and sent to HLC. Changes from the last document that was reviewed by this group include updated timeline to reflect our anticipated date of site visit and updates to the committee membership.
b. Role of the Steering Committee
The Steering Committee needs to be taking every opportunity to talk about HLC. Members need to be knowledgeable in both the criterion and their core components and the four themes of orientation.

IV. Standing Reports
a. Criterion 1
C. Hamblin presented an overview of the criteria. The group is investigating ways to get the college’s mission to the top of everyone’s mind. The group found that depending on who they talked to a different understanding of the mission was found. The group is investigating ways to do that, one idea is to sponsor a mission statement poster contest. The group is concerned that the mission statement does not address diversity.

b. Criterion 2
S. Bristle presented an overview of the criteria. S. Bristle reported that Criterion 2 has developed a project timeline. The group is currently collecting
sample data as examples of evidence. The group has developed a universal
document for tracking data to ensure consistency.

c. **Criterion 3**
R. LeFebvre presented an overview of the criteria. R. LeFebvre will be
utilizing CSSEE data as examples of evidence. The college has applied to the
HLC Assessment Academy which is a four year commitment of the
assessment director and four faculty members. R. LeFebvre reported that only
25 percent of faculty participated in the assessment activity completed last fall
and only 25 percent of the faculty has participated in PDT 235.

d. **Criterion 4**
S. Sorden presented an overview of the criteria for M. Rouke. S. Sorden
reported that the group is just getting started. To this point the group has
been gaining access to the shared drive and is beginning to collect examples of
evidence to show strengths and weaknesses.

e. **Criterion 5**
D. White presented an overview of the criteria. D. White reported that the
group has identified a master list of constituents, a draft of an external survey
and is developing a road map of the core components. D. White asked for
feedback concerning community service within and outside of the college. C.
Hamblin asked for them to talk at another time because she is working on a
similar project.

V. **New Business**

a. **Cross-cutting themes**
Discussion/Conclusion: J. Kitts presented the four cross-cutting themes. They
are the future-oriented organization, the learning-focused organization, the
connected organization, and the distinctive organization.

b. **Instrument Approvals** Discussion/Conclusion:
D. Bristle and T. Gift suggested that the survey located within the self-study
plan be used internally. The document is lengthy and has many questions that
might be difficult for external constituents to understand. The committee
voted unanimously to approve the survey for internal use.

D. White presented the proposed Criterion 5 survey which is shorter
instrument and is focusing on external constituents. Criterion 5 would like to
mail the survey to their master constituent list. In addition, the group would
like to purchase a voters list in order to survey a sample of registered voters in
the county. The committee voted unanimously to approve the survey (with
the mechanical errors corrected). The committee voted unanimously to
recommend the purchase of a registered voters list.
M. Bogue presented the framework for the focus group sessions. The group will meet on February 25th for training in the delivery of the sessions. The committee voted unanimously to approve the focus group facilitator’s guide.

VI. Future Goals and Projects
M. Kearns would like to meet with each criterion leader to discuss their timelines and how they will be utilizing examples of evidence. He instructed D. Bristle to set up face-to-face meetings in the next two weeks. He should be able to help each criterion determine where to find examples of evidence.

Next meeting March 23rd at 2:00 pm.

VII. Adjournment