Proceedings
HLC Steering Committee

Date: September 20, 2011
Time: 10:00 a.m.
Location: ITV 3

“The mission of Mohave Community College is to be a learning-centered college, serving all constituencies, inspiring excellence through innovative learning methodologies and empowering students to succeed.”

I. Announcements
The HLC survey should be sent out later this month.
Dr. Kearns has agreed to allow Criterion groups to set aside time during training week to write their portions of the report.

II. Important Dates
- Monday, September 20 – Twelve-week classes begin
- Monday, September 20 thru Monday, September 27 – Add/Drop Period for 12-week classes
- Wednesday, September 22 – Detroit Avenue Center (Kingman) Open House – 9:30 AM to 11:30 AM
- Friday, October 1 – MCC Board of Governors Meeting – 2PM – North Mohave Campus
- Wednesday, October 6 – FTSE (45th attendance day) determined

III. Review of Proceedings of Last Meeting. July 13, 2011-approved as presented

IV. Standing Reports
A. Criterion 1 (Carolyn Hamblin)
C. Hamblin reported that evidence gathering is complete. The committee is in the process of reviewing the data. The committee is in good shape to meet upcoming due dates. C. Hamblin asked whether our new scanning software could be used to scan data. M. Kearns recommended that she contact Lynn Cundiff.

B. Criterion 2 (Shawn Bristle)
S. Bristle reported that they are writing a draft report as a way to focus efforts and to push through standstill. The committee is in good shape to meet upcoming due dates.

C. Criterion 3 (Rosie LeFebvre)
R. Lefebvre reported that the committee will be meeting at the end of the month. Summer meeting were difficult because so many members are faculty. The group is evaluating data through subcomponents and are tasked to identify 2-3 good sources of data. Northland Pioneer College’s self-study report is being used as a guide.

D. Criterion 4 (Steve Sorden)
S. Sorden reported that they are beginning to write a rough draft so that obvious things will stand out. At this point, they are not far enough in the process to analyze. Natalie Lemire has been pulling a lot of evidence.

E. Criterion 5 (Dave White)
D. White reported that the committee is getting together on Friday to begin evaluating data. Alan Klass has put together a template for them to use. The group is putting an outline and will spread the work amongst the committee.

V. New Business
A. Website update
   The address for the Self-Study pages of MCC’s website is www.mohave.edu/pages/270.asp.
B. Analysis of institutional strengths, weaknesses, opportunities and challenges have been ongoing through Criterion committees

VI. Old Business (time allowing)
A. Communication Plan
   Feedback from the monthly informational email communication has been positive. Dr. Kearns recommended that the message monitors may be another way to communicate the message. The monitors should be operational by the end of the month.
B. Assessment Academy
   Penni Ellis, Rose Reigle, Andra Goldberg, Laurel Clifford, and Rosie LeFebvre attended the Assessment Academy this summer. It was decided to use our Writing Across the Curriculum as the basis for the plan. The plan will be named Writing Across the Curriculum at Mohave (WACaM). Kata Alvidrez has been added to the group. A rubric has been designed and will be presented to the Assessment subcommittee. Dual Enrollment data will be collected this fall.
C. General Staff Day
   Positive responses were received from faculty and staff alike. One area of appreciation is that the presentations were live on each campus.

VII. Future Goals and Projects

VIII. Comments for the Good of the Order

IX. Adjournment