CALL TO ORDER: 8:32 AM

Attendance
Absent: David Armstrong, Dr. Deanna Burt, Tessa Delaney, Stacy Hohenstein, Antwon Key, Dr. Judy Schultz
Guests: none

Additions to Agenda
None. Agenda was adopted as is.

Approval of March 22, 2019 Minutes
Motion to approve by Laura Attenberger; seconded by John Harper; motion passed by all.

OLD BUSINESS
I. Draft Visit Training Timeline
The committee discussed the Draft Timeline (below) as presented by Dr. Narren Brown.

- **August 2019: Informal formation session at end of summer college potluck**
  This session would need to take the form of one-on-one or table interactions rather than a formal presentation due to the format of the potluck (outside in picnic table area with employees coming/going as they are able).

- **August, 20, 2019: HLC Staff Liaison Visit during workshop/in-service days**
  Discussion focused on what message the committee would like our staff liaison to share with the college, as well as the internal conversation that should follow his presentation.
  Four primary areas emerged:
  1. Faculty rights vs. responsibility as it relates to curriculum and assessment (Renee’s quote: The right of faculty to own the curriculum comes with the responsibility of assessment of student learning”;
  2. Annual data on the most common citations;
  3. Institutionalizing accreditation and making it part of the college’s everyday work. SCC could provide guidance about how we currently do this and how we can better integrate this in the future; and
  4. Discussion around what we doing to improve the areas that we know are opportunities

**Mission:** South Central College provides accessible higher education to promote student growth and regional economic development.

**Vision:** South Central College will be the region’s leading institution for transitioning individuals into the college environment, educating students for technical careers, and building student capacity for future study through inclusive student-centered programs and services. The college will be a committed partner in the regional economy, helping individuals and organizations compete in the global marketplace.
Narren plans to further discuss and finalize these items with the current and future committee chair before communicating these messages to our staff liaison.

- **September 2019: Information Session at the Presidential Forum**
  Would be a more formal presentation with targeted discussion to prepare for the upcoming Mock-Visit.

- **October 2019 (week of 10/7): Mock-Visit**
  Will have a mock review team lined-up prior to the fall. Once we receive the feedback for our System Appraisal, this will be shared with them to guide their visit.

- **January 7 or 8, 2020: Info Session during workshop/in-service days**

- **Feb 2020: Information Session at the Presidential Forum**

- **Comprehensive Evaluation Pop-up Sessions – 3/16—3/20/20**

The overall feedback was that the timeline draft is good. Consensus was that this is a dynamic timeline and dates and focus will be adjusted as needed based on the needs and response of the college.

II. **Review/Provide Feedback for Final FYE Report:**

The committee reviewed the FYE Report section by section with a focus on content. Discussion ensued with members bringing forth concerns about specific sections, which were discussed and resolved:

- The formatting issues on page 8 will be addressed by Renee. In addition, the team agreed that the extra details re: individual team members’ specific responsibilities should be eliminated. The fact that there was a change in project leadership should remain.

- Challenge 1 (Financial Investment) and Challenge 2 (Identifying an Ideal Candidate) can be combined so that it addresses both challenges while reducing redundancies. Renee will do this.

Additional discussion focused on the role of the committee in “next steps” so that we help ensure the work of the action project team and their recommendations are integrated with the college’s work. Renee clarified that is why we added the questions of “Who should be the Process Owner, etc.” to the action project report: In this case, it would go to the VPSAA who should share it with the Student Affairs and LAS deans.

What we hadn’t previously addressed is what we should do in addition to the “retirement questions” to support our process owners. Various ideas were discussed and it was decided that Renee would document a suggested process for the committee to approve.

**NEW BUSINESS**

I. **Review results from Accreditation post-test**
   Presenter: Narren Brown
   Purpose (Discussion/Information/Action): Discussion and Action
   Time Allotted: 15 minutes

93 employees responded to the pre-test and 39 employees responded to the post-test. Overall, the understanding of employees moved in the direction that we wanted. The summary graph on page 2 and results will be shared with the college in upcoming Connections.

II. **Report from Annual Conference**
   Presenter: Conference Attendees
   Purpose (Discussion/Information/Action): Discussion and Action
   Time Allotted: 30 minutes
Those committee members who attended HLC reported out about their experience and will write a summary to be included in Connections.

- John Harper: Normandale presented their recent work implementing assessment measures in their Students Affairs dept. This included looking at student course placement/scheduling and admission requirements; co-curricular assessment; and placement measures.
- Kelcey: A similarly-sized college in Oklahoma completed the HLC Student Persistence Academy. They implemented a number of strategies—such as using GPA for their admissions requirements instead of placement exams—that could be beneficial at SCC.
- Laura: Attended a session about Site Visit Preparation; Federal Compliance Changes; Evaluating Distance Education (ties back to her work on SCC’s Online Committee); and Assessing Data.
- Renee: Biggest takeaway was no matter what criterion we’re focusing on meeting, the crux is that we’re doing it for the students. Even when it comes to federal compliance—we are protecting the student and providing them accurate and reliable information.

Final thoughts were that before the CQR, we should review the Assumed Practices. Also, we need to help people with language and understanding the different nomenclature; for example, HLC calls it Common Learning Outcomes while SCC calls it an Institutional Core Competencies. This will enable people to answer questions more accurately during the mock visit.

### III. SharePoint updates
**Presenter:** Renee J Guyer  
**Purpose (Discussion/Information/Action):** Discussion  
**Time Allotted:** 10 minutes

Andrew and Renee worked together to update the AQIP SharePoint site. Andrew added a section for Meeting Agendas and Minutes. It is up to the committee if we want to transition to using this for future meetings rather than the shared drive.

### IV. Other Announcements, Questions, Concerns?
Narren will request that Dr. Parker make the faculty appointment before the May 3 meeting so that we can invite them to the final Steering Committee meeting.

### V. Adjourn: 10:40 AM