

Steering Committee

Meeting Minutes

3/9/2012 Board Room 1:15 PM

Call to order 1:20 PM

Present: Anita Frederick, Chad Davis, Andy Johnson, Scott Hanson, Les Lafountain, Miles Pfahl, Sandi Larocque, Wanda Laducer, Sheila Trotter, Tracy Azure, Carmelita Lamb, Larry Henry, Kylie Keplin, Jim Davis, Kellie Hall, Angel Gladue(2:15)

Absent: None

Next meeting: May 4, 2012, 9:00 AM, Board Room

Dr. Davis & Kellie Hall

Kellie Hall will be taking over Dr. Davis's position on this committee. Anita & Larry will still be the facilitators and Larry will remain the liaison.

NCA Visit

Letter was received about the NCA visit and dates for the visit need to be determined. Dates need to be chosen by April 6, 2012. The choices that were decided on were March 24 2014 for the first choice, March 31 2014 as the second choice, and October 21 2013 for the third choice.

Absences & Tardiness at Committee Meetings

Committee chairs will be responsible to let the NCA self-study chairs (Larry & Anita) know of an employee's absence. Attendance sheets will be sent in to Anita. Anita and Larry will write the memos to the supervisors and the supervisors will be responsible in handling the consequences. Supervisors need to be the one to take issue with that person. Chain of command needs to be referred to. Anita will also update the list on who is in which group and who is longer with us. Tardiness is also unacceptable. Dr. Davis will be sending out an email about the importance of these meetings and emphasis will be placed on consequences. There should be no excuses for missing a meeting nor should annual leave be approved during each meeting. Chad will also be updating the email system for old and new email accounts.

Outline of each Committee

Sheila & Wanda

Information is scattered and there is a feeling of recreating items that are already in place. The question of a central place for all information, Chad made a page on Jenzabar for every committee. If there are shared documents it will be on that page, every committee has their own page also where they can do their own work. There will also be a main page to place information that could be used for all committees. Documents will be non-editable, for the sake of a paper trail.

Chad & Tracy

The main concern was that they thought their draft chapter was due in May, they decided to leave it as is and continue to work through it.

Carmelita & Miles

Information is being looked for and a trying effort. They are letting their members know that they are capable of finding the information, even if they are not a part of the educational part of the college. They report all resources for their committee.

Wondering if information can be in digital format, and if it is already where can they find it at.

Scott & Andy

There aren't any major issues that they came upon. Only possible issue is dual credit, is the high school teacher teaching at a college level? Other issue is that some committee members do not feel that these meetings are for them, but they are trying to make them more part of it. The outline is placed on the projector and they challenge the committee to really look at the outline and to find the problems.

Sandy & Les

Their committee is doing great, attendance is also great. Chairs are making sure that everyone does their assignments; trivia with incentives have been a popular way in making the meeting more successful. Their basic strategy was to take the core components from the gamma version and broke into subcommittees and went through each core component and brainstormed.

Higher Learning Conference

Chicago meeting is March 31-April 3. Everyone needs to pay for their own per diem. Parking, luggage (1 piece), taxi, hotel, registration and the plane fair will be paid for. There will be a meeting before departure to get things together before the meeting, preferably the Thursday before.

The following will be attending this year's conference:

Criterion 1- Les Lafountain

Criterion 2- Sheila Trottier

Criterion 3- no one

Criterion 4- Scott Hanson

Criterion 5- Chad Davis

Andy Johnson will attend as Coordinator. Anita, Larry and Angel will also be attending.

Everyone that attends the HLC meeting should have a report ready for this committee for the next scheduled meeting.

Next Scheduled Committee Meetings

Send new documents that were emailed out (Committing to Quality, Federal Compliance Guide, and Information for Institutions on Credit Hours) to committee members. Look through this information and make aware of changes to these. Make sure to always place NCA and their address on our documents. Please read through and be prepared to discuss in the next meeting. These documents will show changes in our transcripts for financial aid purposes. Look at calendar hours and think about adding a week onto the calendar. Look at the evaluation worksheet to see how to evaluate our federal compliance and also see the new guidelines to assessing processes of assessment.

Meeting Adjourned: 3:10