

HLC CRITERION COMMITTEE #2 MEETING

September 8, 2010 2:30 pm—Johnson Hall #203

Attending: Leah McLaughlin, Jaclyn Riley, Hank Austin, Michael Martin, Terri Cox, Brooke Wiersig, Tommy Smith, Amberly Hawkins, Ramona Buckner. Absent: Deborah Cummings, Karla Webb, Regent

- I. HLC Binders were distributed
- II. Committee members introduced themselves and two members, Leah and Tommy, indicated they had prior experience in the self-study process
- III. Background information on Higher Learning Commission was presented by the chairperson
- IV. Discussed the purpose of HLC and the self-study
- V. An overview was presented of the five criterion
- VI. Discussed goals of CASC self-study process
- VII. Presented the self-study strategy
- VIII. A self-study timeline was covered
- IX. The chairperson recommended reviewing items in the binder and being prepared to discuss the first two examples of evidence under component 2a of Criterion 2 at our next meeting
- X. Members indicated the current meeting time and place was convenient and the next meeting was set for Wednesday, September 22, 2010
- XI. Meeting was adjourned

Higher Learning Commission Meeting

September 23, 2010 2:30pm

Members Present

Ramona Buckner
Debra Herr-Cummings
Terri Cox
Amberly Hawkins
Brook Wiersig
Leah McLaughlin
Jaclyn Riley

Minutes

- I. Handout sections of prior CASC self-study and discuss changes in requirements of Criterion
- II. Handout Criterion #2 section of self-study by Southwestern Oklahoma State University
- III. Discuss and List what are our resources?
 - a. Physical Resources
 - i. Sallisaw Library/Classrooms
 - ii. Ollie Center for Academic Excellence
 - iii. Purchase of additional land
 - iv. Library remodel
 - v. New Science and Math building
 - vi. New dorms
 - vii. Gym remodel
 - viii. New maintenance building

- ix. Renovations to Admissions
- x. New Guidance Center

b. Technology

- i. Smart Classrooms
- ii. Distance Learning
- iii. Wireless Internet
- iv. Computer Labs
- v. Upgrade of software
- vi. Online enrollment
- vii. Web classes/degrees
- viii. Electronic asset management
- ix. Document Imaging
- x. Improved Communication (Ex. Email)
- xi. Electronic Library
- xii. Emergency Management System (???)
- xiii. Website Improvement to access planning documents
 - 1. Secured part of website for employees to access material

c. Community / Partnerships

- i. Choctaw Nation
- ii. Cherokee Nation
- iii. Chambers of Commerce
- iv. CSEC (Cyber Security Network)

- v. Area High Schools
- vi. Wal-Mart
- vii. Pepsi Company
- viii. Kiamichi Technology Center
- ix. Scholar Sponsors through the Foundation
- x. America Reads Program through Federal Work Study
- xi. Area Healthcare providers
- xii. Local Police Department support

d. Personnel

- i. Growth in college = growth in personnel
- ii. Higher level of education in personnel
 - 1. Institutional support of further education
- iii. Dedicated department for Human Resources
- iv. Job Satisfaction survey of Faculty/Staff (???)
- v. Sequoyah County
 - 1. Financial Aid
 - 2. Student Support Services
 - 3. Learning Resource Center/tutors
 - 4. Full time Vice President
 - 5. Bookstore
- vi. Growth in Motor Pool
- vii. Years of service of faculty/staff

viii. Staff Development

e. Financial

i. Allocation of funds

1. State
2. Federal
3. Institutional
4. Foundation

ii. Endowed Professorships

iii. Lowest Tuition in the State of Oklahoma

iv. Managed Financial Resources well in the tight economy

IV. 2a- The organization realistically prepares for a future shaped by multiple societal and economic trends.

2a.1- The organization's planning documents reflect a sound understanding of the organizations current capacity.

Planning Documents	Who Is Involved?
Academic Programs	Vice President of Academic Affairs and Division Chairs
Enrollment (growth/decline)	Admissions, Strategic plan
Budget	President, CFO, Division Chairs, Department Heads, and Executive Cabinet
Facilities	Campus Master Plan and/or Strategic Plan
Technology	IT department and Strategic Plan
Student Services	Student Affairs

V. What is our Current Capacity?

VI. Handout Article on environmental scanning for next meeting's discussion on 2a.4

Higher Learning Commission Meeting

October 6, 2010 2:30pm

Members Present

Ramona Buckner
Leah McLaughlin
Debra Herr-Cummings
Karla Webb
Jaclyn Riley
Brook Wiersig
Amberly Hawkins
Tommy Smith

Minutes

- I. Quick Review of 09/22/10 meeting on resources
- II. Review discussion of planning documents and status of 2008-2011 Strategic Plan
- III. The Organization's allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve quality of education, and respond to future challenges and opportunities.
 - a. Discuss "capacity". What does this mean for CASC
 - i. Capacity- what's available to us right now
 1. Software Capability
 2. Physical Space
 - a. Offices
 - b. Classrooms
 - c. Labs
 - d. Land

3. Human

- a. Faculty & Class size
- b. Adjunct vs. Full Time
- c. Staff

4. Financial

5. Regulatory

- a. Laws
- b. Codes

6. Student Services

- a. Health Services
- b. Activities
 - i. Need to be more diverse

7. Educational

- a. Class Size
- b. Involvement between faculty and students outside classroom
- c. Faculty Development
 - i. Online training has been critical for development
- d. Utilize experts on campus

8. Leadership

- a. Assertive with Change
 - i. Faculty Development
 - ii. Utilize Technology
- b. Communication
 - i. Policy and Procedure Manual updated and accessible

c. Ongoing Training

b. How do we evaluate and plan to fulfill our mission, improve quality of education, and respond to future challenges and opportunities?

i. Look at what we are doing right

1. Good use of our human capacity

2. Small Class Sizes

IV. Discuss Environmental Scanning

a. How do we do this?

i. Be aware of present

1. Going to Conferences

2. Networking

a. Using Colleagues at other schools in networking

3. Reading Journals

a. Print and Online

b. Who are our constituents? (address at future meeting)

c. What trends do we see?

i. Service Learning

1. Being covered in Criterion 5

ii. Online Degrees

iii. Transparency in Accountability

d. What are our challenges? Opportunities? (address at future meeting)

V. Hand out lists of self-study websites- please review other schools' Criterion before next meeting.

Higher Learning Commission Meeting

November 3, 2010 2:30 pm

Members Present

Ramona Buckner
Hank Austin
Deborah Herr-Cummings
Karla Webb
Brook Wiersig
Leah McLaughlin
Jaclyn Riley
Michael Martin

- I. Review what other schools looked at for Criterion 2 using their website
 - a. TCC
 - i. Talks about student involvement
 - ii. Grants
 - iii. Lots of graphics
 - b. Connors
 - i. Not a lot of information, wouldn't use them as example
 - c. SWOSU
 - i. Looks at student involvement
 - ii. Leadership Development
 - iii. Community Outreach
 - iv. Academic Program Trends
 - d. Rose State College
 - i. Strategic Planning
 1. Outlines a definite process that rolls on a calendar year

2. Uses a flow of people/committees for strategic plan
 - a. Planning Council
 - i. Responsible for formal reports that end up with the Board of Regents
 - b. Department Heads
 - i. Analyze trends and needs
 - c. Specialized Committees
 - i. Create formal report
3. Process begins in January with Department Heads
 - a. Moves to Vice Presidents/Cabinet
 - b. Moves to President
 - c. Finalized with Board of Regents
4. Openness/Involvement in Strategic Planning

ii. Budget Hearings

1. Same process as planning council
 - a. Should include student involvement (even prospective students)

Higher Learning Commission Meeting

December 1, 2010 2:30 pm

Members Present

Ramona Buckner
Brook Wiersig
Terri Cox
Leah McLaughlin
Jaclyn Riley

Seminole State College

Trends	Planning Documents	Processes	Resources
<ul style="list-style-type: none">• Technology up to date• Emphasize diversity by hosting multicultural awareness and activities• Emphasize Health and Wellness• Threat Assessment Team• Strong Community Relations	<ul style="list-style-type: none">• 3 year plan• Academic Plan• Capital Master Plan• President's Report• Degree Program Review	<ul style="list-style-type: none">• Collaboration with Community• Strategic Planning• Annual Planning Document Reviews	<ul style="list-style-type: none">• Tribal• Various Campus Committees• Faculty and Planning Review• OSRHE

Southwestern Oklahoma State University

Trends	Planning Documents	Processes	Resources
<ul style="list-style-type: none">• Changes in minority enrollment• Changes in workforce diversity• Electronic Services• Student Leadership Development	<ul style="list-style-type: none">• Strategic Plan• Fact Book (used for trends and enrollment)• Academic Programs	<ul style="list-style-type: none">• Institutional Planning based on Fact Book• Planning based on Census Report• Community Needs Analysis/Outreach• 5 year review of Academics including highlights and details of programs	<ul style="list-style-type: none">• Cheyenne and Arapaho Tribes• Census Information• Financial Aid Impact• Partnerships with Students, Faculty, and Community Members

Rose State College

Trends	Planning Documents	Processes	Resources
<ul style="list-style-type: none"> • Declining enrollment • Growing Hispanic Population • Demographic Shifts • Female Dropout Rates Increase • Technology 	<ul style="list-style-type: none"> • Recruitment Plan • Curriculum Plan 	<ul style="list-style-type: none"> • Surveys • Non-Traditional materials, services, and recruitment 	<ul style="list-style-type: none"> • Planning Council • Bilingual Recruiter • Marketing/ PR Dept • Student Focus Groups • IT staff on various committees • Curriculum committee including faculty and students

Homework: Print Criterion 2 for all 3 schools for next meeting.

CASC SELF-STUDY

SUB-COMMITTEE MINUTES

Criterion 2 Sub-committee Members

**Leah McLaughlin, Jaclyn Riley, Hank Austin, Michael Martin,
Terri Cox, Karla Webb, Brooke Wiersig, Tommy Smith,
Deborah Cummings, Amberly Hawkins, Ramona Buckner (chair)**

Present: Leah McLaughlin, Hank Austin, Michael Martin, Terri Cox, Tommy Smith, Deborah Cummings, Amberly Hawkins, Ramona Buckner

Absent: Jaclyn Riley, Karla Webb, Brooke Wiersig

Meeting Date: Wednesday, March 2, 2011

Location: Poteau Campus, Johnson Hall, Room 203

Beginning: Meeting called to order at 2:30

Ending: Meeting adjourned at 3:10

Topic 1

Review Core Component 2A and the working questions for this component.

Topic 2

Review previous discussions of current capacity and various CASC planning tools

Topic 3

Review first 18 pages of the 3 year planning document and hand out an evaluation form to analyze the document's effectiveness and relevance in planning for the future. Asked the committee to bring the completed evaluation form to the next meeting. Also asked the committee to review all working questions and make notes of any documents or reports that might be useful in answering the questions and assisting future planning.

Announcements

- Next meeting: Wednesday, March 30 at 2:30

CASC SELF-STUDY

SUB-COMMITTEE MINUTES

Criterion 2 Sub-committee Members

**Leah McLaughlin, Jaclyn Riley, Hank Austin, Michael Martin,
Terri Cox, Karla Webb, Brooke Wiersig, Tommy Smith,
Deborah Cummings, Amberly Hawkins, Ramona Buckner (chair)**

Present: Ramona Buckner, Deborah Cummings, Karla Webb, Jaclyn Riley

Absent: Leah McLaughlin, Hank Austin, Michael Martin, Terri Cox, Brooke Wiersig, Tommy Smith, Amberly Hawkins

Meeting Date: Wednesday, April 6, 2011

Location: Poteau Campus, Johnson Hall, Room 203

Beginning: Meeting called to order at 2:30pm

Ending: Meeting adjourned at 3:11pm

Minutes from the 03/02/11 Meeting

Motion to approve: Deborah Cummings

2nd: Karla Webb

Motion Carried

Topic 1

Reviewed first 18 pages of the planning document. The committee will be revising the current planning document and the sections will be subdivided between committee members. Each committee member will be assigned a person on campus to revise the sections of the planning document. Final revisions will need to be submitted in a Word document no later than September 30, 2011.

Topic 2

Temporary hold on the Criterion 2 working questions and focus on updating and revising the Planning Document.

Announcements

- Next meeting: Wednesday, April 20 at 2:30

CASC SELF-STUDY

SUB-COMMITTEE MINUTES

Criterion 5 Sub-committee Members

Brook Wiersig, Tommy Smith, David Holt, Michael Martin, Terri Cox, Jay Falkner, Kathy Quirk, Heather Baldwin, Deborah Cummings, Ramona Buckner (chair)

Present: Michael Martin, Terri Cox, Kathy Quirk, Heather Baldwin, Deborah Cummings, Laura Cochran, Ramona Buckner

Absent: Brook Wiersig, Tommy Smith, David Holt, Jay Falkner

Meeting Date: June 14, 2011

Location: Poteau Campus, Johnson Hall, Room 203

Beginning: Meeting called to order at 2:30

Ending: Meeting adjourned at 3:30

Topic 1

Review minimum expectations as set forth by HLC

Topic 2

Make new assignments that align with revised criterion

Announcements

- Committee will continue to meet every two weeks until bulk of draft is prepared
-

CASC SELF-STUDY

SUB-COMMITTEE MINUTES

Criterion 5 Sub-committee Members

Brook Wiersig, Tommy Smith, David Holt, Michael Martin, Terri Cox, Jay Falkner, Kathy Quirk, Heather Baldwin, Deborah Cummings, Ramona Buckner (chair)

Present: David Holt, Kathy Quirk, Deborah Cummings, Laura Cochran, Ramona Buckner

Absent: Brook Wiersig, Tommy Smith, Michael Martin, Terri Cox, Jay Falkner, Heather Baldwin

Meeting Date: June 28, 2011

Location: Poteau Campus, Johnson Hall, Room 203

Beginning: Meeting called to order at 2:30

Ending: Meeting adjourned at 3:30

Topic 1

Review revised Criterion as set forth by HLC

Topic 2

Discuss specifics of information needed from foundation and physical plant. Kathy and David made notes for information to gather and will have to me by our next meeting.

Announcements

- Committee will continue to meet every two weeks until bulk of draft is prepared
-

CASC SELF-STUDY

SUB-COMMITTEE MINUTES

Criterion 5 Sub-committee Members

Brook Wiersig, Tommy Smith, David Holt, Michael Martin, Terri Cox, Jay Falkner, Kathy Quirk, Heather Baldwin, Deborah Cummings, Ramona Buckner (chair)

Present: Kathy Quirk, Heather Baldwin, Deborah Cummings, Ramona Buckner

Absent: Brook Wiersig, Tommy Smith, David Holt, Michael Martin, Terri Cox, Jay Falkner

Meeting Date: July 12, 2011

Location: Poteau Campus, Johnson Hall, Room 203

Beginning: Meeting called to order at 2:30

Ending: Meeting adjourned at 3:30

Topic 1

Reviewed evolving Criteria sub-components. Generated ideas on how to present information in a more logical manner

Topic 2

Reviewed information gathered since last meeting particularly physical plant and foundation

Topic 3

Looked for gaps in draft & made new assignments.

Announcements

- Committee will continue to meet every two weeks until bulk of draft is prepared

CASC SELF-STUDY

SUB-COMMITTEE MINUTES

Criterion 5 Sub-committee Members

Brook Wiersig, Tommy Smith, David Holt, Michael Martin, Terri Cox, Jay Falkner, Kathy Quirk, Heather Baldwin, Deborah Cummings, Ramona Buckner (chair)

Present: Brook Wiersig, Tommy Smith, David Holt, Michael Martin, Terri Cox, Kathy Quirk, Laura Cochran, Ramona Buckner

Absent: Jay Falkner, Heather Baldwin

Meeting Date: July 26, 2011

Location: Poteau Campus, Johnson Hall, Room 203

Beginning: Meeting called to order at 2:30

Ending: Meeting adjourned at 3:30

Topic 1

Reviewed information gathered since last meeting getting input from those that were absent two weeks ago

Topic 2

Asked for input from members on content, format and direction of the current draft

Topic 3

Asked Michael Martin to gather additional IT info for the next meeting.

Announcements

- Committee will continue to meet every two weeks until bulk of draft is prepared

CASC SELF-STUDY

SUB-COMMITTEE MINUTES

Criterion 5 Sub-committee Members

Brook Wiersig, Tommy Smith, David Holt, Michael Martin, Terri Cox, Jay Falkner, Kathy Quirk, Heather Baldwin, Deborah Cummings, Ramona Buckner (chair)

Present: Brook Wiersig, Tommy Smith, David Holt, Deborah Cummings, Laura Cochran, Ramona Buckner

Absent: Michael Martin, Terri Cox, Jay Falkner, Kathy Quirk, Heather Baldwin

Meeting Date: August 9, 2011

Location: Poteau Campus, Johnson Hall, Room 203

Beginning: Meeting called to order at 2:30

Ending: Meeting adjourned at 3:30

Topic 1

Reviewed information gathered since last meeting getting input from those in attendance

Topic 2

Discussed ongoing criterion changes coming down from HLC and how this may impact our existing draft

Topic 3

Spoke with Laura Cochran about information that remained to be gathered for her specific assignments as she is leaving the college

Announcements

- The bulk of information need to complete our section of the self-study had been compiled and our meetings would be temporarily halted until further notice regarding the final criterion sub-components when we would reconvene to make any necessary adjustments in our draft
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CASC SELF-STUDY

SUB-COMMITTEE MINUTES

Criterion 5 Sub-committee Members

Brook Wiersig, Tommy Smith, David Holt, Michael Martin, Terri Cox, Jay Falkner, Kathy Quirk, Heather Baldwin, Deborah Cummings, Ramona Buckner (chair)

Present: Brook Wiersig, Tommy Smith, Michael Martin

Absent: David Holt, Terri Cox, Jay Falkner, Kathy Quirk, Heather Baldwin, Deborah Cummings

Meeting Date: Wednesday, April 11, 2012

Location: Poteau Campus, Johnson Hall, Room 203

Beginning: Meeting called to order at 2:30

Ending: Meeting adjourned at 3:30

Topic 1

Review new criterion (Delta version) sent out by HLC in March

Topic 2

Share information gathered at annual HLC conference

Topic 3

Review Evaluative Writing Template and apply concepts to our current draft while looking for gaps in information.

Announcements

- We will continue with Topic 3 at our next meetings until we are satisfied with the document. An email will be sent with the next meeting date and time.

CASC SELF-STUDY

SUB-COMMITTEE MINUTES

Criterion 5 Sub-committee Members

**Brook Wiersig, Tommy Smith, David Holt, Michael Martin, Terri Cox, Jay Falkner, Kathy Quirk,
Heather Baldwin, Deborah Cummings, Ramona Buckner (chair)**

Present: Tommy Smith, Michael Martin, Jay Falkner, Kathy Quirk, Heather Baldwin, Ramona Buckner

Absent: David Holt, Terri Cox, Brook Wiersig, Terri Cox, Deborah Cummings

Meeting Date: Wednesday, April 25, 2012

Location: Poteau Campus, Johnson Hall, Room 203

Beginning: Meeting called to order at 2:30

Ending: Meeting adjourned at 3:30

Topic 1

Review draft edits that were submitted by team members since the last meeting

Topic 2

Review remainder of document for additional editing

Topic 3

Make assignments for remaining data to be collected

Announcements

- At the request of the committee, Ramona Buckner will collect the additional pieces of information from committee members as discussed during today's meeting, insert it into the draft, and submit to the HLC writers as a final draft of Criterion #5.

CASC SELF-STUDY

SUB-COMMITTEE MINUTES

Criterion 5 Sub-committee Members

**Brook Wiersig, Tommy Smith, David Holt, Michael Martin, Terri Cox, Jay Falkner, Kathy Quirk,
Heather Baldwin, Deborah Cummings, Ramona Buckner (chair)**

Present: David Holt, Ramona Buckner

Absent: Tommy Smith, Michael Martin, Jay Falkner, Kathy Quirk, Heather Baldwin, Terri Cox, Brook Wiersig, Terri Cox, Deborah Cummings

Meeting Date: Tuesday, August 14, 2012

Location: Cafeteria

Beginning: Meeting called to order at 11:00

Ending: Meeting adjourned at 11:15

Topic 1

Ask for suggestions on making changes or improvements to existing draft. David was the only committee present and said he was pleased with the current draft.

Topic 2

Let members know that supporting documentation referred to in the draft have been submitted for inclusion in the electronic resource room

Topic 3

Discuss site team visit dates

Topic 4

Distributed revised mission statement from Criterion #1 committee

Announcements

- No additional meeting times were set