

Steering Committee Meeting  
September 28, 2010 2:00p.m.  
Office of Dr. Jim Yates

Members Present: Dr. Jim Yates, Dr. Kathy Harrell, Leah McLaughlin, Ramona Buckner, Shery Scott-Smith, Kathy Quirk, Bill Gann, Michelle White, Kendall Repass, Michael Martin, Nina Ritchie, Julie Shubert, Jean Ann Barlow

Absent: Dr. Linda Pearson, Marcus Blair, Steve Hughes

Welcome, handouts provided (see attached) and review of previous minutes by Dr. Yates. Motion to accept minutes made by Kendall Repass, seconded by Bill Gann.

The floor was turned over to Nina Ritchie who discussed the previous self-study report and subsequent changes to the reporting requirements. Ms. Ritchie talked about the recent accreditation of Connors State College and recommended that a Ms. Margaret Rigby from their institution be invited to CASC to visit with the Steering Committee and discuss the current issues of focus for the HLC, she also offered to attend any sub-committee meetings.

A discussion was begun by Dr. Yates on a formal kick-off event for our accreditation process. Included attendees for the event are all faculty, staff and students. It was decided to have a separate event for the Sallisaw campus as it is not possible to bring their entire staff to Poteau. Date set for the Poteau campus is Wednesday, October 20<sup>th</sup> at 3:00p.m. in the Ballroom and for the Sallisaw campus Tuesday, October 26<sup>th</sup> at 3:00p.m. All available Steering Committee members were asked to attend the event at Sallisaw and arrangements were made to take a van from Poteau. Event activities are to include a welcome, a short power point presentation of the HLC accreditation process and what it means, introduction of the Steering Committee and sub-committees, a handout about the process and possible bookmarkers with the colleges mission statement on them. It was agreed by all that refreshments are a must have and Jean Ann Barlow offered to handle the arrangements.

Dr. Yates asked committee members to address, cultivate and develop promotional materials that are our own to include the HLC criteria and CASC's mission statement. Michael Martin discussed the best option for putting the HLC information on our new web page and making the site available to the community.

Dr. Yates began a discussion concerning the physical and virtual resource room to be made available to the HLC accreditation team. It was decided to house the room, temporarily, in Johnson Hall room 201D until the HLC team arrives and then it will be moved to a more quiet and private location, to be determined at a later date. Leah McLaughlin asked what the required number of copies of documentation would be for the resource room and Dr. Yates answered one (1). Dr. Yates also stated that the self-study plan was to be submitted to the HLC next semester.

Sub-committee updates were requested and are as follows:

Criterion #1: Marcus Blair, Chair (report submitted by Jean Ann Barlow. Committee member) - each committee member was asked to submit three (3) mission statements at the next meeting with the top three (3) to go to Dr. Webb for a final decision. (minutes under tab)

Criterion #2: Ramona Buckner, Chair – asked her committee to brainstorm component 2A of the criterion before the next meeting. (minutes under tab)

Criterion #3: Bill Gann, Chair – currently in the organizational and research phases, first meeting pending

Criterion #4: Dr. Linda Pearson, Chair – unable to attend, minutes sent by email (minutes under tab)

Criterion #5: Leah McLaughlin, Chair – researching constituency and developing sub-committees to work on specific areas (minutes under tab)

Federal Compliance: Michelle White, Chair – committee members selected, approval pending

Assessment & Resources: Steve Hughes, Chair (report submitted by Dr. Yates) – asked committee to bring in a summary on where they thought each division is in terms of assessment to their next meeting. (minutes under tab)

Visit & Events Committee: Kathy Quirk, Chair – committee members selected, approval pending

Dr. Yates asked members to research a template for our reporting forms to keep us consistent. He suggested that as “we are not reinventing the wheel” it might be feasible to look into other institutions for ideas.

A request was made for any unforeseen business, questions or comments. Ms. Ritchie reminded everyone to look for strengths and weaknesses. Michael Martin asked that I.T. be kept in the loop during the process as it would make it easier for them to keep the web page updated, also if there are any technical needs, they would be happy to make available or create whatever is needed.

It was decided that the next meeting will be held Tuesday, October 12<sup>th</sup> at 2:00 p.m.

Meeting was adjourned.

---

Julie Shubert  
Committee Member & Recorder