

HLC Steering Committee Meeting  
April 16, 2012 – 3:00 p.m.

Members Present:

Dr. James Yates, HLC Self Study Coordinator  
Dr. Linda Pearson, Criterion 3 Chair  
Dr. Kathy Harrell, V.P. CASC Sallisaw (via ITV)  
Ramona Buckner, Criterion 5 Chair  
Bill Gann, Criterion 4 Chair  
Marc Willis, HLC Self Study Writer  
Steve Hughes  
Shery Scott-Smith  
Terri Carroll  
Kathy Quirk  
Kendal Repass  
Michael Martin  
Julie Shubert

Members Absent:

Leah McLaughlin, Criterion 1 Chair  
Marcus Blair, Criterion 2 Chair  
Chuck Cole, HLC Self Study Editor  
Michelle White  
Jean Ann Barlow

Meeting was called to order by Dr. Yates with a welcome and handouts.  
(See attached).

I. Update from Annual HLC Conference/Liaison/Final Criteria

Dr. Yates informed the committee the final criteria was set (see attached booklet) and we would be writing to meet these standards. Also, our current HLC Liaison, Dr. John Taylor, is retiring in August and we could be assigned a new liaison from a pool of three new HLC V.P.'s currently in training to become liaison officers. This announcement is due in May.

Mr. Eric Martin is helping in the interim transition period and has recommended that Carl Albert receive a veteran liaison since we are so close to our site visit. He also recommended that our final draft be set for July, and sent to the liaison in September with the official submission sent to the site visit team chair by December.

Updates from the HLC Conference:

Federal Compliance is as large as 5 criteria and is very complex.

Credit hour reporting seemed fluid and not solid.  
Conference reinforced resolve to delve deeper into reporting.  
The ability to show that we recognize and are working on our weaknesses will enhance the document.  
We must give a simple overview of the current status of Assessment and our future plans.

## II. Gather Team Competencies

Floor was opened to create a 'wish list' of central competencies for our visiting site team:

1. From 2 year colleges our size or rural or 4 year rural vs. 2 year metro
2. Familiar with Oklahoma system and Governors standards
3. Familiar with branch campuses, remediation and e-learning

## III. Update Deadlines

Mr. Willis informed the team that Criteria 5 has been updated and returned, Criteria 4 is in, but has not yet been reviewed.

New deadline for 3<sup>rd</sup> draft has been moved to May 9<sup>th</sup>.

## IV. Evaluate Writing Template

Any documents referenced in the report should be noted clearly (parenthetically, and with page or paragraph numbers). For example, instead of simply referencing the CASC Policy and Procedures Manual, the notation needs to be more specific, with chapter, article, section, and page numbers included: (CASC Policy and Procedures Manual, ch. 2, article VIII, section 2-96, "Grading" 26).

## V. Committee Memberships

Dr. Yates put before the committee the question of whether or not to replace any current committee members with new hires and it was decided to let that be determined by the committee chairs. SGA (Student Government Association) members will be included on committees and the SGA President will be added to the Steering Committee in the future.

## VI. SWOT Analysis

Dr. Yates asked committee chairs to identify and bullet strengths and weaknesses and to be prepared to go over them with faculty and staff before

the site visit. We will also include a summary section for each chapter at the end of the total document.

Final Comments:

Committee chairs will submit supporting documents to Terri Carroll for the e-resource facility.

Inventory on the web data base will be available to the HLC visiting site team.

If possible we will try to schedule a site visit for the new liaison in October after the final document is completed.

Adjourn

Dr. Yates thanked everyone for attending. The next scheduled meeting will be in the next few weeks.

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Julie Shubert  
Minutes Recorder