



**EXPECTED OUTCOMES OF MEETING:**

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
<p>Mock Visit Update</p>	<ul style="list-style-type: none"> <li>○ Presence of the regular chairman and secretary or substitutes;</li> <li>○ Whether the minutes of the previous meeting were approved;</li> <li>○ All the main motions and points of order and appeals, whether sustained or lost;</li> <li>○ Hours of meeting and adjournment.</li> </ul> <ul style="list-style-type: none"> <li>● Many meetings are already recorded. Minutes could be simplified and recordings made available for clarification should a question arise.</li> <li>● Transcription of BAT-FAT minutes takes at least 20 hours for an administrative assistant due to the length of the meetings and detail requested. If this detail is necessary, it might be most cost-effective to hire a transcriptionist.</li> <li>● Start the conversation in Council of Chairs, with constituent groups, and individual departments.</li> <li>● Training sessions for those who take minutes could be implemented. It would need to be adopted as a College practice, as part of the administrative procedures.</li> </ul> <p>Team discussed the Mock Visit on October 8, 2018. Members gave their impressions and highlighted concerns from the meetings with the mock site review team.</p> <p>The review team mentioned the following recommendations:</p> <ul style="list-style-type: none"> <li>● All departments should check their portions of the website to ensure information is up-to-date. Make sure the public website has a link to the HLC page.</li> <li>● The Assurance Argument should “tell the story” of the College and how it has progressed since the last HLC visit. For example, mention the Strategic Plan from 2010-2015 and strategies for the 2020-2025 plan. Make sure to respond to the 2009 monitoring report in the Assurance Argument.</li> <li>● Ensure an understanding and awareness of the subcomponents. The questions the review team will ask will come from those subcomponents.</li> <li>● For assessment, highlight program outcomes, not just course outcomes. General Education is considered a Program in this context. Give examples of in-classroom assessment.</li> <li>● Develop institutional outcomes.</li> <li>● Designate which schools are used as our “benchmark” institutions for persistence, retention, and completion.</li> <li>● Add information to the diversity portion of the assurance argument; give more detail regarding the ITT Nursing student cohort.</li> <li>● Articulate the faculty Classification Study Task Force as an example of shared governance and provide links to the presentation.</li> </ul>	<p>Discuss with Council of Chairs and Constituent Groups – Caron, Daryl, and Kim</p> <p>Adopt Administrative Procedure and Provide Training - Team</p> <p>Team Members</p>	

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	<p>Team made the following plans of action in response to the mock visit:</p> <ul style="list-style-type: none"> <li>• Articulate currently utilized financial policies and Technology Plan. Clearly state the financial standards used that ensure integrity (Criterion 5). These processes are in place, but simply need to be published.</li> <li>• Ensure diverse employee representation in each Criterion forum. Coach staff on the types of questions they may be asked in the forums.</li> <li>• Address mission in committee meetings and PLC. Ask each member how their specific role/job ties directly to the mission of the College.</li> <li>• Detail the HR process for offers of employment and certification of faculty. Put it in writing.</li> <li>• Develop an executive summary of the assurance argument to distribute to employees.</li> <li>• Attain transfer data from MoBap, UMMSL, and SEMO, the top three transfer institutions from Jefferson College. Include that data in the argument.</li> <li>• Update the pass rates for nursing for inclusion in the assurance argument (Dena).</li> <li>• Split the assurance argument into sections for review. Team members each take a section and bring ideas, comments, or suggestions for each section. Pay attention to the “voice” of the argument to ensure it is positive.</li> <li>• Send a quick survey to employees, asking how they perceived the mock visit, where they felt the College was lacking, and what they might need to feel more prepared for the March visit.</li> <li>• Set meetings with the Criterion chairs to debrief and make plans (Kim and Caron).</li> <li>• Share with employees what could happen if the visit does not go well.</li> <li>• Attend faculty senate and discuss how important it is that faculty participate in the forums in March. Caron will bring materials and offer coaching and guiding regarding what questions to expect, etc. She will reach out to faculty who attended the meetings on mock visit day and ask them to share their perspectives.</li> </ul> <p>The following questions for further dialogue remained:</p> <ul style="list-style-type: none"> <li>• How to provide evidence to the portion of Criterion 5, which asks how much of the budget is spent on mission-driven items. Recent budget cuts do show that choices were made to have the least impact on student instruction.</li> <li>• Does the College have student survey data that would speak to how the students view the mission and vision? Chronicle survey data from past years would also be good evidence for staff/faculty perspectives.</li> <li>• How to highlight examples of academic honesty with faculty.</li> </ul>		

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	<ul style="list-style-type: none"> <li>How to emphasize the role of interims. Leadership stability was mentioned in the last HLC visit; current interim titles without explanation could be harmful. Detailing that the interim period is to allow full consideration of the needs of students and instruction will help.</li> </ul>		
<b>Budget</b>	Ray shared there is not a lot of information coming through from the state to help guide next year's budget. The December Board meeting will include the first budget discussion for FY20. Team discussed fostering campus discussion about the upcoming budget, particularly concerning enrollment.	Team	
<b>Planning</b> HLC Updates	See Mock Site Visit discussion above.	Caron Daugherty	
<b>Division/Departmental Updates</b> President	<b>Ray</b> is attending a meeting with Kim, Tony, and Gregg the afternoon of October 9 regarding athletic sponsorships. He invited Daryl to attend.	Team	
Instruction	<b>Caron</b> updated Team on the CAO meeting October 5. <ul style="list-style-type: none"> <li>Retirement issues are being addressed through two legislative bills.</li> <li>Several schools are preparing to graduate their first cohort of Associate of Behavior (A.A.S.) students. These graduates will attain jobs in the community health field.</li> <li>There was also discussion about transfer universities not accepting math credits, even though they are part of the MOTR Core42.</li> </ul>		
A&S	<b>Michael</b> presented an IRB request from the library to survey students and send non-identifying information to the American Library Association (ALA). The project is part of a national project to improve student learning outcomes and assessments for academic libraries. Dena motioned to approve. Kim seconded the motion. All approved.		
CTE	<b>Dena</b> presented a Permission to Fill for ATS Director position. The process can be lengthy and needs to begin soon.		
Finance & Administration	<b>Daryl</b> – No report.		
Student Services	<b>Kim</b> announced the CDC fundraiser at Dairy Queen on October 9.		
PR/Marketing	<b>Roger</b> – No report.		
Human Resources	<b>Tasha</b> – No report.		
<b>Adjournment</b>	The meeting was adjourned at 11:26 a.m. The next meeting date is October 23, 2018. Shannon Schoenky will take minutes. No meeting on October 16 due to In-Service Day.		

Respectfully submitted,  
Miriam Rougely,  
Administrative Assistant to the Vice President of Instruction