

agenda

HLC Criterion #4 Committee

9/21/2017 Attendees: Mark Oxley,
Danielle Gallegos, Missy Neff, Nita Romero,
Jennifer Terwilliger

4 p.m.

LH 198A

Mission and Purpose of Committee

Review Criterion #4 Teaching and Learning: Evaluation and Improvement

HLC focus: Where are we at NOW – Fall 17? Report will close in December for final review.

Meeting called by: Renee Griffith & Mark Oxley, Co-chairs HLC #4

Committee Members: Danielle Gallegos, Missy Neff, Nita Romero

Brandon Kosine, Nick Whipps, Chris Stier, Matt Nickodemus

HLC Academic Affairs Office Assistant:

Jennifer Terwilliger; Jennifer.terwilliger@caspercollege.edu

- ✓ Jennifer will be the primary point of contact for all documents to be used as Evidence in the Assurance System. Documents for upload need to include School/Dept/and Title of Document before sending to Jennifer (where it comes from and how it will be used so the name is an identifier)

Agenda: Committee Member 'To Do' list: ☺ Please!!

- ✓ Distribute examples of Arapahoe & Mohave Community College HLC Assurance Arguments for review and comparison. Please review your criteria categories so that all information in current (i.e. catalog changes, reports, links to document – are those current?). If so, please contact Jennifer and send updated document to link in Assurance System. *(Nov. 29th is the deadline for Catalog changes 18-19. Contact Tracie.) (We need to get current and up to date sources/documents for the assurance argument. Please look over the links)*
- ✓ Review with each small group of what is needed to take our report to the next level (i.e. is the information current? Have we made progress? Where are we currently? Does your section need to be updated?)
- ✓ *Any feedback is appreciated comparing Criterion 4 to Mohave and Arapahoe. It would be helpful if you reviewed, at least, your section and let us know if there are any changes needed*

Chris & Nick:

Where are we at with the co-curricular assessment and implementation of results.

4.B.2 We left off with “the student activities coordinator at Casper College received administrative support to implement a pilot assessment process beginning Fall of 2017. Where are we at with that now? Are there any assessments being made with any co-curricular activities this semester? What are the plans for the Spring of 2018 semester?”

I have gather some information from Melissa. With that information Renee and I will re-write the other parts of 4B.

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Nita, Danielle, Missy:

4.A.1 Mark will update the program review to a 2017 program review

I have also e-mailed Kerri Mahlum in regards to where Casper College is at with the overall comprehensive program review. Of course one was completed in the Fall of 2016. I am waiting to hear from Kerri about the plans for when future comprehensive program reviews will be done and what their content will be. *(Will update. Mark received an email)*

- ✓ Update on 4.A.2, 4.A.3 and 4.A.4; can you find out any information from Kim Bryd on Strategic Enrollment Plan; Kim e-mailed me on 9-11-16 stating that

SEP may be done by late October. The consultant has some significant medical issues.

- ✓ 4A2 – Nita – Would this fit under credit for prior learning? Eric Atkins (outside of committee) – Could you please send me an example of the Spanish placement test and any other language placement tests from your department? Thanks – Mark *(Yes- Nita)*
- ✓ make sure all information listed is up to date Missy & Matt: In 4A and 4Cis there anything we missed beyond what has already been mentioned?
- ✓ Can you collect any updated data for 4.A.6. Missy – Can you link us to some of the health science department’s reports on graduates entering the workforce? Is it just nursing or others as well? In the assurance argument it states, Casper College collects reports on graduates entering the workforce within some departments. *(OT does capture salaries of graduates. Other Depts possibly do also. Missy will check with Health Science. Danielle to check with Shannon E. for grad salary info. Mark to check with Robbie M. Also may need to check with IR, gainful employment.)*
- ✓ 4A sources: Mark will update the AA Department Annual Report 2016

Matt – Do we have more recent data on the AA IR WW FS graduates and Salaries 2011-2014 (this is in both 4A and 4C)?

On the 3 AA VP reports Mark will check with Tracie Bopp to see if there is anything more current.

Nita – Are the bottom 4 sources (credit for prior learning, Admission and Registration, catalog Accrediting Agencies and PRES.PR Credit for Prior Learning 4.3.17 all the most current? It would seem so, but I am just double checking. *(Yes- Nita)*
- ✓ Matt – Do we have any information on KPIs that can be linked as a source? In the Mohave Assurance Argument they discuss some of the ways they are measuring retention. Maybe we could discuss what we are “currently” monitoring or measuring? (just an idea).

Mark, Renee & Brandon: 4 .C

- ✓ Updates on CCW/CCA, Assessments, Student Survey data and Outcomes Assessment reporting and results
- ✓ Complete College Wyoming 2016 is linked. (Is there a Complete College Wyoming 2017? – Brandon – would you know? Or I could check with Trevor.

For the Strategic Enrollment Plan we are waiting on the consultant. Matt – (sorry Matt as some of my questions for you overlap and repeat) Are we (or you and Mike) any closer to having measurements in place for retention, persistence and completion? If I recall correctly in the Spring of 2017 IR was trying to define their Key Performance Indicators. Has any progress been made or any decisions been made on the KPIs? What is the status? *(SEP? Where does it it most? Need to check with Kim and get a copy of the SEP rough draft, at least.)*

4S – Summary – Renee and Mark – Once we update 4A, 4B and 4C we will change the summary into a summary instead of a list of opportunities for growth.

All Sources at the bottom of the Assurance Argument will stay even if not linked to the document above. Trevor would like them all either linked or removed by the time the document is ready for review. Please check all sources and make sure they are either needed and linked above or are no longer needed and need to be removed. Please contact Jennifer will any changes.

All information needs to be collected and updated if possibly by October 19th meeting!

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- Report from Mark and Renee on updates ○ Matt details the Student Progress Report ○ Nick – details the updates for co-curricular initiative ● Together review the Assurance language, content and summary ● Places for more evidence files?

Login Information to Casper College Assurance Page:

Login: rgriffith@caspercollege.edu

Password: CChlc#4

Continuous updates as necessary

Other:

Next Meeting: did not schedule – will wait until Review is complete