

Northwest Iowa Community College **PEAQ Self-Study**

Program to **E**valuate and **A**dvance **Q**uality

Higher Learning Commission – Commission of the North Central Association of Colleges & Schools
Leadership Team Meeting - September 6, 2012

Present:

Gretchen Bartelson	Sue Grapevine	Lori Richards
Mark Brown	John Hartog	Beth Sibenaller-Woodall
Sandy Bruns	Kathi Knobloch	Jan Snyder
Frank DeMilia	Kristin Kollbaum	Alethea Stubbe
Beth Frankenstein	Mariah Oliver	Mark Trego
Molly Galm	Rhonda Pennings	Sheila Van Engen
Stephen Gibbons		

Absent:

Sarah Breems-Diekevers	Nancy Filkens	Steve Waldstein
Sheila Drenkow	Mike Oldenkamp	

1. **Welcome & Introductions** – Jan welcomed everyone and thanked them for agreeing to serve on the HLC Leadership Team as we begin the process of writing our Self Study for the 2014 visit from the Higher Learning Commission. Those in attendance shared their involvement with the last Self-Study and/or any knowledge they had of the accreditation process.
2. **Role of Leadership Team** – The primary role of many members of this team is to discover and gather evidence that support the *Core Components* of the *NEW Criteria for Accreditation* and assist the writers in explaining how this evidence has prompted change/improvement within the organization since 2004. The Criteria team leaders will have an opportunity to recruit other members of the College community to their teams. Other members of the Leadership Team will serve in auxiliary roles to support the process: i.e. writing, layout, proofing, research, and managing the on-line resource room (Self Study Leadership – September 3, 2012). The Leadership Team will meet collectively throughout the process.
3. **Preparation for the All-College Meeting October 2, 2012, LLRC, 2:30 – 4:00 p.m.**
 - a. **Overview** of the PEAQ Accreditation process and why we are doing this
 - b. Tentative **timeline**
 - c. **Status of goals** set during the 2004 Self Study
 - d. Overview of **Criteria** (5 minutes per team)
 - i. Criteria I – Frank, Sandy, Steve
 - ii. Criteria II – Mike O., Beth S. – W.
 - iii. Criteria III – John, Rhonda, Beth F.
 - iv. Criteria IV – Steve W., Sheila D., Sue G.
 - v. Criteria V – Mark B., Molly

- e. **Recruitment Fair** for Criteria Teams – all college personnel will be encouraged to join a team.
- 4. **Theme** – The Leadership Team agreed that a *Sherlock Holmes Detective* theme would be used for the self-study. Mariah Oliver will work on a tag line and Lori Richards will put together a logo.
- 5. **Next Meeting** - Thursday, September 20 at 11 a.m. in room A122.