

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 – October 9, 2012

<i>Present:</i>	Gretchen Bartelson	Sue Grapevine	Beth Sibenaller-Woodall
	Mark Brown	Kathi Knobloch	Jan Snyder
	Frank DeMilia	Kristin Kollbaum	Alethea Stubbe
	Nancy Filkens	Mike Oldenkamp	Mark Trego
	Beth Frankenstein	Mariah Oliver	Sheila Van Engen
	Molly Galm	Rhonda Pennings	Steve Waldstein
	Stephen Gibbons	Lori Richards	

<i>Absent:</i>	Sarah Breems-Diekevers	Sheila Drenkow	John Hartog
	Sandy Bruns		

1. **Follow up discussion regarding All-College Meeting** - Everyone thought the meeting on October 2 went well. Jan Snyder commended everyone on their presentations.
2. **Team Development** – Sheila Van Engen compiled a list of the potential teams. That list was emailed to everyone with the agenda. Those who signed up for a particular team are first and those who didn't sign up for a team are highlighted in yellow. Team leaders are to look at their proposed team. If you wish to have someone on your team who is highlighted, please let Sheila know by Friday. A final list will be emailed to everyone Monday.
3. **Opportunity for an HLC Self-Study Blog** – Kathi Knobloch explained how a blog on *My Place* would work and the benefits of it. The team agreed this would be a good alternative to a newsletter. Gretchen Bartelson, Rhonda Pennings, Mariah Oliver, Steve Waldstein, Mark Trego, and Jan Snyder will work together to do weekly posts. Kathi will set up the blog.
4. **Frequency of Newsletter** – The newsletter will be replaced with a blog.
5. **Criteria Crosswalk 2004 to 2012** – Jan Snyder has received a criteria crosswalk for the 2004 Self Study to the current one. She has been encouraged to use it sparingly.
6. **Writers Discussion** – Gretchen Bartelson passed out two handouts explaining how the writing team wants to receive work from the teams. Team leaders do not need to write it perfectly but answer the questions completely. Many items have been

saved on the N drive in the HLC 2014 folder. There is a worksheet saved there for each of the bullet points each team needs to analyze. Look in this folder before requesting data; it may be saved in the folder already. More information about requesting data will be provided at the next meeting.

7. **Timeline** – Teams are expected to meet once or twice before the holidays to discuss the generalities of the self-study process. Gathering data and analyzing questions does not need to start until after the New Year.
8. **Consequence of not participating** – A discussion was held about those who are put on teams and don't participate. Team leaders were asked to work at getting everyone to participate. If that doesn't work, the Dean or Supervisor will be notified to talk with the individual.
9. **Next Meeting** – Tuesday, November 13 at 3 p.m. in room A122