

Calumet College of Saint Joseph
North Central Association-Higher Learning Commission
Quality Check-up Site Visit
August 22 & 23, 2012

NCA-HLC Review Team:

Dr. Scott Epstein
 Dr. Jane Salisbury

CALUMET COLLEGE of SAINT JOSEPH Contact:

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Wednesday August 22, 2012

TIME	TOPIC	PURPOSE	PARTICIPANTS	LOCATION
8:15 – 8:30 AM	Arrival of BOE members	Light breakfast/Refreshments		
8:30 – 9:00 AM	Meet with President	Introductions and Review of Third Party Comments	Dr. Daniel Lowery, President	628
9:00 – 9:30 AM	Introduction to CCSJ	Overview of key AQIP issues for visit, agenda, and general questions	Dr. Daniel Lowery, Dr. Joi Patterson, VPAA/COO	628
9:30 – 10:00 AM	Systems Portfolio Review	Discuss Strategic Issues and Opportunities: Planning Continuous Improvement	AQIP Steering Committee (See attached)	628
BREAK				
10:15 – 11:15 AM	Compliance Review	Check on student financial aid, Title IV compliance, marketing & admissions documents, student complaint process, credit and program length, verification of identity in online classes	Dr. Joi Patterson; Mrs. Gina Pirtle, Director of FA Mrs. Mary Severa, Director of Enrollment, Mrs. Antonia Koslow, Instructional Technologist; Ms. Diana Francis, Registrar Ms. Linda Gajewski, Director of Marketing	628
11:15 – 12:00 (noon)	Systems Portfolio Review	Discuss Strategic Issues and Opportunities: Leading &	AQIP Steering Committee (See attached)	628

		Communicating		
12:00 (noon) – 1:00 PM		Lunch with AQIP Steering Committee (see attached)		200
1:00 - 2:30 PM	Systems Portfolio Review	Discuss Strategic Issues and Opportunities: Helping Student Learn	AQIP Steering Committee (See attached)	628
BREAK				
2:45 – 4:00 PM	Systems Portfolio Review	Discuss Strategic Issues and Opportunities: Accomplishing Other Distinctive Objectives, Understanding Students' & Other Stakeholders' Needs, Valuing People, and Supporting Institutional Operations	AQIP Steering Committee (See attached)	628
4:00 – 4:30 PM	Status Update	Review Wednesday's findings, request additional information, and review Thursday's agenda	Dr. Daniel Lowery; Dr. Joi Patterson	628

Thursday August 23, 2012

TIME	TOPIC	PURPOSE	PARTICIPANTS	LOCATION
8:15 – 8:45 AM	Arrival of BOE members	Light breakfast/Refreshments		628
8:45 – 9:15 AM	Open time for Reviewers			
9:15 – 10:30 AM	Strategic Plan	Discuss CCSJ's Strategic Planning process	Dr. Daniel Lowery; Board of Trustee Representation	628
BREAK				
10:45 – 11:30 AM	Performance Measures	Discuss CCSJ's approach to selecting, collecting, and analyzing performance measures	Senior Staff (see attached)	628
11:30 – 12:00 (noon)	Human Resource	Valuing People: professional development and community release time for employees; pay structure; HR planning committee	Dr. Daniel Lowery; Mrs. Jacqueline Nalls, HR Director Ms. Melisha Henderson, VP – Student Life	628
12:00 (noon) - 1:00 PM	Lunch with Senior Staff			200
1:00 – 1:45 PM	Program Assessment Plan	Discuss CCSJ's Program Assessment Plan	Curriculum & Assessment Committee (See attached)	628
1:45 – 2:30 PM	Retention Plan	Discuss CCSJ's Retention Plan	Retention Committee (See attached)	628
2:30 – 3:00 PM	Open time for Reviewers			
3:00 – 3:45 PM	Policies & Procedures	Discuss CCSJ's Policies & Procedures	Dr. Daniel Lowery; Dr. Dionne Jones-Malone, Associate VPAA	628
3:45 – 4:30 PM	AQIP Review	Overview of the visit	Dr. Daniel Lowery; Dr. Joi Patterson	628