**Mission Fulfillment Committee**

Meeting Notes

October 27, 2017

2:00 – 3:00 p.m.

1. **Check-in and review commitments**

Sue shared that there is already a portal site for Mission Fulfillment, it just isn’t linked (you currently have to have the [direct URL](http://webappsrv.clackamas.edu/committees/mfc/) to access). Sue and Beth are working on getting it connected. Sue is not sure when it will be finished, but working on it with others. It will be populated with the mission, charge, and membership. Bill and Sara will work on getting that information pulled together.

David did speak to Presidents’ Council. That was where the decision was made that the committee would report to College Council, not Presidents’ Council.

BJ followed up with the Lifelong learning subgroup. They’re going to reach out their stakeholders. Lisa sent the link to the accreditation website.

**Commitments:**

* Bill and Sara committed to getting the mission, charge, and membership information pulled together so that it can be included on <http://webappsrv.clackamas.edu/committees/mfc/>
1. **Accreditation Website**

Lisa Anh discussed the current and former accreditation websites with the group. She connected with marketing to see if they archived the old accreditation website. They do have an archive. Lisa Anh expressed that the old site was pretty detailed and our [current site](http://www.clackamas.edu/about-us/accreditation-and-policies/accreditation) is overly simplified. It doesn’t currently contain the self-study report, which is alarming. Since we have the archived pages, we can ask Marketing to look at content we’ve had in the past and try to create an accreditation website that is more student-centric and has all of the information we really need to be public-facing.

The [Institutional Research (IR) page](http://wcmsstage.clackamas.edu/Research/) is no longer public-facing, but is now able to be viewed internally. This will be where more detailed data can be shared – items such as dashboards and granular data that isn’t necessary for the public-facing site.

When accreditation subgroup moves forward, they won’t need to start completely from scratch. On the public-facing site, we’ll keep it very user-friendly, more high-level – more of “did we meet, did we not meet our targets”. Lisa Anh read up on the standards and knows what NWCCU expects to see on our website. This includes reporting progress on our core themes and reporting to constituents on planning. David shared that we aren’t under obligation to publish our self-study. Sue shared that it is a good piece for people coming here to work to see, to understand our processes. David agreed.

Lisa Anh asked if the accreditation subgroup should have a subgroup within it for working on the website. David said that the group should wait until January, at which point they can sort through information about the strategic priority indicators. Before we think about what we want to publish, we need to know what it is we might publish. David also indicated that he’s not sure how much capacity Marketing has to make any changes at this time. His impression is that we’re still lagging on a lot of different requests. There is still some backend work to do.

1. **Core theme focus: Essential Skills**

BJ walked through the template, focusing on the core theme of Essential Skills. The working document is saved [here](file:///I%3A%5CMission%20Fulfillment%20Committee%5CCore%20Theme%20Work%20Folders). There are five indicators, with data for all for this particular set of indicators. Clicking on the links will open documents that show trend data. BJ shared that she, Lisa, and Andrea are meeting with Darlene next week to go over this.

There was a lot of conversation around the indicators for this core theme. David put in a request that if we make any changes to indicators from the Year 1 report, we need to be able to document those and be able to explain those changes to the accreditor.

BJ asked that committee members review the data quality history at CCC handout that she provided:



At the next meeting, we will have a conversation around data quality.

1. **Indicators 1.6 and 2.7**

We ran out of time and did not get to this agenda item. We will focus on this at the next meeting.

1. **Commitments and next steps**

Bill and Sara committed to getting the mission, charge, and membership information pulled together so that it can be included on <http://webappsrv.clackamas.edu/committees/mfc/>.

**Future meetings:**

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| **Date** | **Start Time** | **End Time** | **Location** |
| Monday, November 6 | 11:30 a.m. | 12:30 p.m. | B237 |
| Wednesday, November 15 | 9:00 a.m. | 10:00 a.m. | B237 |
| Wednesday, November 22 | 2:00 p.m. | 3:00 p.m. | B237 |