

To: Larry Milask

Fr: DHHIT

RE: CAO Portal Site

Date: August 22, 2013

We need to have a section entitled, **CAO Meeting 2013** which would contain the following sections currently listed in separate libraries:

Academic Program Review- Colleges are expected to develop a systematic academic program review process. Two TCUs, College of Menominee Nation and Sitting Bull College present their processes, including analyses of achievement of the program's learning objectives, program outcomes, student persistence retention, completion, and where appropriate, licensing exam and placement results. The program review process also includes evidence from external stakeholders.

Under this section would go the PowerPoint entitled, Program Talking Points by Dr. Diane Morris with a description that states: Dr. Morris, CAO of the College of Menominee Nation outlines key components of CMN's program review process.

Also under this section would be the PowerPoint that you have titled Program Review Santa Fe with a description referencing Koreen Ressler. Please re-titled it to: Sitting Bull College's Program Review Process with a short description as: Dr. Koreen Ressler, CAO of Sitting Bull College developed this PowerPoint presentation describing SBC's program review process. This presentation was conducted by Ms. Lisa McLaughlin of SBC.

Also under this section would be the Program Review Guide which needs to be listed as: SBC Program Review Guide with a description of: The SBC Program Review Guide was shared as one example of this process. They also shared an example of a completed Program Review which can be requested from Dr. Ressler.

Faculty Handbooks - Faculty Handbooks are critical documents for higher education institutions. This session provided an overview of expected elements of a Faculty Handbook. Dr. Sharon Marcotte provided a PowerPoint presentation of her research on best practices and found this information very limited. The TCUs were asked to share their faculty handbooks during and after this meeting. These examples are included in this section.

Please add the faculty handbooks to this section.

Distinctive but Connected HLC Presentation - This session presented the recently published HLC document whose primary purposes is to provide important context to HLC peer reviewers who may not be familiar with the unique characteristics of TCUs. The document was prepared at the special request of HLC's President Sylvia Manning in concert with a team of individuals with experience and expertise working with tribal colleges. Dr. Mary Vanis' (author) intent was to encourage discussion about the important aspects of accreditation for the Chief Academic Officers and areas of emphasis important in the training of HLC peer reviewers.

Please add a copy of this document to this section which is attached to this email.

Enrollment Management Planning - TCUs recognize that strategic enrollment management is an institution-wide responsibility and a significant component of an effective overall strategic plan. Sitting Bull College has developed an Enrollment Management Plan that focuses on what is best for their

students and how to insure their success while addressing all aspects of the College's mission. Like strategic planning, their plan is mission driven and includes a strategy for marketing, recruitment, retention, financial aid, and data collection and reporting.

Please add the attached PowerPoint to this section with this description:

Dr. Koreen Ressler, CAO, developed this PowerPoint presentation highlighting SBC's Enrollment Management Plan which was presented by Ms. Lorie Hach, SBC First Year Experience Coordinator.