

HLC Criterion 2 Committee  
February 13, 2012  
BA524

Present: Kathleen Ashe, Diana Holmes, Lori Baker, Deb Carrow

Absent: David Paulson, Jacob Tews

Minutes of the January 30th meeting were approved as distributed.

We had a general discussion of what the Criterion Two committee should put on the t drive. The consensus seemed to be that we weren't ready. However we did look at the HLC data collection inventory database. We may be ready to start loading information on documentation we are finding, specifically links. We talked about using the Staff directory in order to be consistent with names and offices.

**Component 2a.** *The institution establishes and follows fair and ethical policies and processes for its governing board, administration, faculty,...*

Nothing to report this meeting.

**Component 2b.** *The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, costs to students, faculty and staff, control, and accreditation relationships.*

Deb distributed her notes on this component. She also brought copies of the Graduate Follow-up survey from Career Services and the survey used by the student retention (now success) office. Neither survey had questions that would give us feedback on the question of SMSU presenting itself "clearly and completely".

We discussed ways to gather this information from distributing surveys to First Year Seminar classes, to adding questions as part of the Registration process (although since this is a MnSCU service this might not be feasible).

Lori reminded us that our purpose is to identify what is being collected now that informs this question.

Suggested next step for Deb: draft language for questions for students, community. What do we want to know? Are students and the general public able to find the information they want on programs, requirements, costs to students, faculty and staff, accreditation?

Our report will cover what is clear and complete, what is not, and what are we doing regarding what we have found is not clear.

We discussed asking Alan Matzner to come to a future meeting. A decision will be made after Steering Committee discussions.

**Component 2c.** *The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution ...*

Kathleen reviewed the document she distributed to the committee via email last week. We identified an example demonstrating item 2.C.2 *The governing board reviews and*

*considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.*

This would be the process undertaken last year on the question of a merger or some manner of combination with MnWest. An external consultant was hired to gather information from various constituencies on SMSU's involvement in the region and the implications of a merger with MnWest. A report was given to the Chancellor over the summer, the Chancellor visited campus to review the findings in a meeting that all constituencies were invited to and reviewed the resulting decision.

Findings of the MnSCU audit and actions taken as a result might also be an example for 2.C.2

**Component 2d.** *The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.*

David dropped off three documents for 2D: a copy of an article located on the Philosophy Dept. web page: Freedom from want: the roots and future of human rights in the new century / Daniel R. Allen, Department of Business and Public Affairs, Southwest Minnesota State University

A copy of relevant passages from the SMSU student handbook

A copy of SMSU's Nondiscrimination Policy which is the same as the Nondiscrimination in employment and education opportunity policy from MnSCU 1 B.1

We found SMSU's clearest statement on commitment to *freedom of expression and the pursuit of truth* in Goal 8. on the Mission, Vision and Goals page:

8. We value a safe environment for intellectual expression and encourage open and civil communication.

<http://www.smsu.edu/Administration/President/SMSU%20Mission,%20Vision%20and%20Goals%209.17.08.pdf>

With the items identified and the information from the IFO/MnSCU contract we may have gathered the documentation needed for 2d. Now we need to focus on determining SMSU's commitment.

Examples may include experiences with political events on campus, experiences of diverse students, student clubs, etc.

**Component 2e.** The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly.

We came to the end without getting to 2e. Lori distributed her notes via email before the meeting. We agree to start with 2.E. next meeting, February 27<sup>th</sup>.