

HLC Criterion 2 Minutes
October 9, 2012
CC202
Draft

Present: Lori, Jacob, Kathleen, Diana

Absent: Deb Carrow, David Paulson

Guests: Attending from SMAC to discuss the HLC survey plan and criterion 2 survey questions in concert with other criteria: Shelby Broders, Jenna Radke, Erika Rust

The September 25, 2012 minutes were approved as distributed.

The SMAC representatives distributed a spreadsheet detailing each of criterion 2's core components and how questions for each component would be addressed. (focus group and/or survey) and the audience for each (student, faculty, alumni, employer of alumni, community members). A third option, in depth interview, will only be used for one group, employers.

SMAC will hold focus group discussions first to define terms for survey as well as questions for survey.

We reviewed the groups associated with each component. For some components we questioned whether a separate survey for staff would be needed. In the spreadsheet the faculty column includes staff. Once the survey questions we may want to review to see if some should go specifically to staff.

Alumni group would be no older than five years out from graduation. Older alumni may more likely be in community and/ or employer group.

We noted that issues in component 2a need to be peeled apart. Questions relating to one item may go to a specific group not all groups. Survey for students would address academic and auxiliary functions.

At this time it seems that we are looking at a large number of questions, however one question may cover several criteria. There won't necessarily be a one to one relationship question to criteria.

2b. We added a parents group to assess this component's main issue: presenting clearly and completely.

Lori noted that we are testing perceptions with the survey. SMSU presents itself through the web, the catalog is available from the university page, and from the focus group and survey we will see if others perception matches our expectations. If not, then we can make recommendations for improvement.

For HLC:
Strengths
Areas of concern
Recommendations

2c. We agreed that this section does not require a survey. A suggestion: perhaps survey the MnSCU Board to see what they know about us?

2d. Would be interested in admin's response to this but would be built into "faculty" survey and or staff

2e1 and 2e3 issues might be in combined question. Need to ask of both faculty and students.

2e1 and 2e3. We would not need to survey administration but would use evidence based statistics such hearings, the judicial board ...

Erika will email us the revised Linking Criterion, breaking down 2a for parts and audiences. Pull apart more in terms of audience and issues

Next steps for SMAC, a more complete grid representing all criterion groups' questions will be presented to the Steering Committee at the Friday, Oct. 12 meeting.

Will probably need to cut down the number of questions, there will be crossover as start developing questions.

SMAC will develop a moderator's guide for use with the focus group. This is a guideline to follow in the meeting although it isn't strictly followed but changes as the discussion evolves., It begins with broad questions and then moves to narrower questions. The meeting is recorded and transcribed. From this questions are developed. SMAC develops questions based on the discussions of the issues we identify in the focus group.

The moderator's guide for the focus group will be reviewed before the focus group session is held. It will likely be reviewed by a subset of the Steering Committee because of time constraints.

One focus group for all criteria.

We discussed the promoting of the survey, people need to know it is coming, it should remain open one, two weeks.

The SMAC group is still in the process of meeting with all the criterion groups to discuss survey and focus group needs.

Next meeting: Tuesday, October 30, 2012, 3:30 p.m. [SC207 \(back to Student Center\)](#)