

HLC Integrity Committee
Minutes
November 8, 2011

Present: Lori Baker, Kathleen Ashe, Jacob Tews, Diana Holmes, David Paulson
Absent: Deb Carrow

Minutes of the October 25, 2011 meeting were approved as distributed.

We continue to develop our process for documenting the components under criteria 2. It was agreed that each committee member will take the lead on one of the core components, identifying the documentation, web pages and the links, and bringing back to the committee questions, gaps found, suggestions for further work including possible survey needs, and results.

Diana will continue her work on 2a. Jacob will begin work on 2b and bring a preliminary report to the next meeting. Kathleen will work on 2c and Lori 2e. At the end of the meeting Kathleen and Lori tentatively assigned 2d to David and 2f to Deb. Kathleen will email the information to David and Deb. Adjustments may be made to assignments.

The committee will not necessarily address each component in order listed.

2A. Policies. Diana discussed what she has found to date. She has looked at the web pages for Education, Athletics, Public Safety. On the departmental web pages Education has policies relating to students (Field work) and faculty (departmental travel funds policy). Neither Athletics nor Public Safety had policy information on their sites however it may be that some policies related to these areas are on the main Policies & Procedures page found on the Administration page.

Diana will continue to search through the university's website documenting policies not listed on the Administration page and listing the location. She will also identify if there are links on department or area pages back to relevant policies on the Administration page.

An Excel spreadsheet will be developed for the information found. We will be able to use it to identify possible gaps and to make recommendations to areas or departments on needed policies or links to add back to the Administration policies.

Possible recommendation: Public safety should at least have a pointer back to the Student Handbook, and perhaps add the link to Judicial Appeals.

A question: How do depts. keep and share internal policies (travel, how tenure applications are reviewed)? Should they be on the web. Should they be included in our collection of information for component 2A?

Review of auxiliary groups (Kathleen's document) will be included in 2A

Part of this process will be documenting how appeals to policies can be made.

Next meeting: Tuesday, November 22, in BA524

- Jacob will work on 2b and bring his initial results to the next meeting.
- Diana will bring her outline of 2a. She is developing a spreadsheet