

HLC Integrity Committee Meeting  
Draft Minutes  
October 25, 2011

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

Absent: Deb Carrow

Resigned: Maria Brandt

Minutes of the October 4, 2011 meeting were approved as distributed.

We began our process of reading through each component and discussing our understanding of what the component encompassed and began to identify resources to document the university's compliance.

Lori took notes under each core component and also integrated information from Lori and Kathleen's September review of the minimum expectations under the appropriate component.

Below are highlights of comments under each component.

Component 2a. The institution establishes and follows policies for fair and ethical practice pertaining to its financial, academic, personnel, and auxiliary functions.

We had questions concerning MnSCU policies and whether or how these should be brought into our documentation.

We need to further explore how we will document that SMSU "follows" the policies that are identified.

What policies do departments, areas, have that are not listed on the Policies and Procedures page under Administration? Athletics has policies related to the outside organizations they are affiliated with. The Library has policies. Public safety" Residence Life?

We need to understand what is meant by "auxiliary functions".

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

It was observed that program marketing materials are outdated.

The primary means the university has to present itself to the public is the website. Is it clear and complete?

How easy is it to find information on costs and fees  
When counselors go on visits what information do they take? Print or laptops for access?

To determine "clear and complete" we may need to hold public focus groups or do surveys.

Do any surveys that are already being done indicate whether or not we are clear  
Are there evaluations of visit days? Other?

Minimum expectations 2-6 and 2-7 has many items that relate to 2b.

It was suggested that a template DARS to show path through to graduation for public disclosure would be helpful.

College Now and 2+2 Programs descriptions, online

Find other departments that have accreditation. Chemistry.

Component 2c. The governing board of the institution is sufficiently autonomous from any superordinate or related entity to allow it to make decisions in the best interest of the institution and to assure the integrity of the institution.

Look at MnSCU Board of Trustees  
Minimum expectations 2-8 and 2-9 apply to this component.

Component 2d. The institution has disseminated statements supporting academic freedom for the institution's students, faculty, and staff, and honors those statements in practice.

Seems straightforward in terms of the documentation available that addresses this but we need to discuss how we will document how SMSU "honors those statements"

We did not have a complete discussion of the last two components:

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

Documenting this component again seems straightforward.

Component 2f. The institution ensures that its contractual partners behave ethically and responsibly in relation to any action taken on behalf of the institution.

We need to define and identify "contractual partners". Are they related to, the same as "auxiliary functions" in 2.a? "outsourcing services"

Our next meeting will be on Tuesday, November 8, 9:15-11:00 a.m.

Diana will look for policies not listed on administration policies page and will review the policy, looking for how the policy addresses the follow through.

Kathleen and Lori will identify, define:

- outsourcing groups
- auxiliary functions (who performs them)
- contractual partners

Our preliminary discussions indicate that we made need to hold focus groups, or run surveys to respond to 2b “The institution presents itself clearly and completely” and possibly 2d.

For next time Lori will review the 2004 accreditation documents for information on focus groups and surveys.

At our next meeting we will work on component 2a and if complete then move to 2b.