HLC Integrity Committee
December 6, 2011 Meeting Minutes
BA524

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

Absent: Lori Baker, Deb Carrow

1. Review University Mission, Vision, Goals
   http://www.smsu.edu/Administration/President/SMSU%20Mission,%20Vision%20and%20Goals%209.17.08.pdf

   David observed that there is little currently on the website that addresses the issue in component 2d "freedom of expression". A related statement is found in goal 8 on the Mission, Vision, and Goals page linked to from the President's home page. David found a clear statement the Student Handbook. Kathleen suggested that there is likely a statement in the IFO contract. (See Article 4. Academic Freedom in the IFO Master Agreement with MnSCU.) We agreed that the university needs a more specific and prominent statement on its commitment to "freedom of expression" and "the pursuit of truth in teaching and learning."

2. Update from Diana on Component 2A

   Diana discussed the Excel documents she is developing to list all policies on the university website. She started with listing academic policies, beginning with Education. We discussed whether we were defining policy too broadly. Diana has decided that she will continue with a broad definition with the thought that when we discuss this section in the final report a more limited approached will be taken.
   We discussed the fact that like Education we have other programs that are accredited, but we could not find information on the accrediting process for these programs on the website. Chemistry, Music and Social Work are accredited but there is no documentation or related policy statements on the website.
   Diana will continue her work listing links to policies on the website.

3. Report from Jacob on work to this point on Component 2B. Before the meeting Jacob distributed a summary with links. (draft report inserted below)

   Jacob found that most information especially for "students and the public with regard to programs, requirements, costs to students, faculty and staff" is on the website, clearly stated and easily found. "Control" was another area listed in component 2b that we still need to cover. We discussed whether there is enough information on department pages regarding the accreditation of programs. This discussion ties in with our discussion of policies covered in 2a.
   We need to decide if we should survey students and/or community to determine whether the information presented is clear and complete.

4. Review Spring meeting schedule. At our last meeting we tentatively chose Wednesday from 10:30-11:30 as our meeting day and time, however this schedule will not work for Jacob.

   Jacob is scheduled from 8 a.m. to 1:15 p.m. Mondays-Fridays, and on Tuesdays from 9 to 10:30. His Tuesday afternoons are open.

   Monday, Wednesday, and Friday afternoons may work for David although he may be visiting high schools on these days.

   Diana has a commitment from 9:15 to 10:45 Monday through Thursdays, Fridays are open all day.

   Kathleen will send out a Doodle Poll to see if we can find a time that will accommodate all.

5. The steering committee is asking for a member from each criterion team to give an update on what their team is collecting and looking for at the Professional Development Day workshop. Need a volunteer and to discuss what to present.

   Kathleen and Lori will decide on the volunteer. Items to report:

   - Collecting policies
   - identifying information on websites for 2b does the institution clearly and completely present itself to all constituents
   - identifying gaps such as information and policies on accredited programs (Chemistry, Music, other?)
   - discussing need for survey or focus group for 2b. How clear and accessible is the information that is provided.
   - Need more explicit statement on website regarding freedom of expression, although it is addressed in student handbook and one of the university goals refers to it in a different context.

Next Meeting (date and time undetermined):

   - Diana will report on progress on 2A.
   - Jacob will report on 2B
   - Kathleen will bring preliminary work on 2C.

Report from Jacob:

   Accessibility of links for incoming students/families, initially the entire homepage, http://www.smsu.edu/ , is covered with links but they don't necessarily stand out on the bottom of the page. If you look under the "Admission" link on the top of the page you find the all the info any interested freshman would want, with everything from costs, to registration dates. Along with all this

there is an easily visible link to request information about the college and with it is a drop down menu to get all the information sent right to a curious student's house, http://www.smsu.edu/Admission/undergraduate/ . along with easy access for possible students there is also a link for parents with crime statistics and links for campus sports, http://www.smsu.edu/admission/family/ .

Initial basic information:

High school students: http://www.smsu.edu/Admission/undergraduate/

Families and parents: http://www.smsu.edu/admission/family/

Graduate students: http://www.smsu.edu/Admission/graduate/

SMSU accreditation: http://www.smsu.edu/Administration/HLC/Index.cfm

Costs of attending: http://www.smsu.edu/campuslife/financialaid/Index.cfm?Id=410

       As far as basic information a basic interested citizen would want to know its easily found from the home page under the "About" tab, http://www.smsu.edu/About/ , it has sports information, the directory, and directions to the campus itself.

       I had problems finding numbers as far as expenses the college itself has. Along with that I was curious as to where the money comes from internally and where it goes to as far as just general expenditures, like utilities, land taxes etc. I'm not sure if this information is reserved for public government websites but it might be something that should be accessible on the SMSU website.