

## HLC Steering Committee

### Meeting Minutes

*Fri., March 22, 2013*

*8:45-10:00 a.m.*

*SC 206*

Present: Lori Baker, Scott Crowell, Kyle Berndt, Dan Baun, Betsy Desy, Alan Matzner, Beth Weatherby, Deb Kerkaert, Kathleen Ashe, Betty Roers, Will Thomas, Jan Loft, Raphael Onyeaghala, Doug Simon

Absent: Chris Hmielewski, Bill Mulso

#### Agenda

- I. Community/alumni/employers/faculty/staff and admin survey initial results discussion
- II. Student survey update
- III. Team updates
- IV. Other
- V. Next Meeting: April 12, 2013, 8:45 – 10:00, SC 206

#### *I. Survey updates*

##### *A. Community/alumni/employers/faculty/staff and admin – Bill*

Lori reported for Bill, who was unable to attend. The survey is open and all were asked to remind others to take it. There was already a good response rate from employers.

##### *B. Students -- Alan*

Alan is waiting for the green light for Qualtrics and licensing. Lori reminded the committee that the questions on the student survey are slightly different selections for different groups of students—traditional on-campus, distance, and graduate. Kyle brought up that the students are feeling survey fatigue—in addition to the HLC survey and the NSSE survey, students have also been asked to take surveys for Aramark, U-MN Health, and the bookstore, all at the same time. Scott and Kyle are putting out the message that this HLC survey is important. Lori noted that it is unfortunate that the HLC survey has to run at the same time as all of the other ones, but that at this point it just needs to run. Depending on what the response rate is, we can revisit the student survey if needed.

#### *II. College Now information to share*

Lori reported that she and Betsy met with Kim Guenther. Kim created a report to share with the teams and explained what other material is available from the NACEP accreditation. There is a CD in the resource room with some NACEP documents on it, and Lori posted Kim's report and the last four years for which electronic versions of reports were available on the t-drive and on D2L.

### III. *Writing the chapters*

A. *Review team templates and what they look for—info to share with our teams as they write chapters*

B. *Reminders and tips for drafting*

1. *Reminder--Handout from Marcy on the t-drive (in the "Self-Study Writing and Process Documents" subfolder) and D2L regarding Word*

2. *A lot of writing anxiety/writer's block out there; what Lori needs is whatever you can provide for her—detailed notes, bullets, a timed freewrite are all OK—no need to stress over language choices and tone. Most important is for Lori to see what the main topics your team thinks need to be covered are and explanation of them; what are the key examples and evidence; what are the overall strengths and concerns? **Each chapter should have an evidence list at the end of the chapter.***

Lori started with item B, reminding committee members about the materials available on the t-drive and on D2L from Marcy Olson regarding how to use Word styles and create a table of contents. Jan asked whether teams should put in links to other documents or include the entire document. Lori noted that the final self-study document must be a PDF and contain only internal links; no external links are allowed. Will asked if teams should mark the links in their drafts. Lori said she had thought about that but that it would require extra work later to standardize everything, and that it would be sufficient to include the list of documents and evidence at the end of the chapter (see item B.2 on the agenda), and she and Marcy can create the necessary links. She also reminded people that at this point they are submitting Word documents, not PDFs. Lori noted that she has heard of the anxieties and writing block that some teams are experiencing as they start the drafting process, and she encouraged teams to simply write what they can, whether that is a series of bulleted lists or full paragraphs, and to not obsess over wording or tone; she will be editing regardless, and the most important aspect is to have the teams' information and findings. She is happy to visit with teams as they meet if that would help.

### IV. *Planning now that we know our official visit date (Oct. 20-22, 2014)*

A. *Remember that the final version of the self-study has to be sent 8 weeks before the visit.*

B. *Substantive change for RN-to-BSN might be embedded; must "apply" first*

C. *PR work*

D. *Hospitality team and efforts—when will that kick in?*

Lori brought up that now that we know our visit date, we need to start considering other aspects of the review visit that we should prepare for. Will asked if by next April then we should plan on the final report being done before summer, given that it would need to be shipped to the reviewers about the same time classes would begin in August. That would be ideal but we will need to see what work might remain to be done over the summer. It is likely there will be formatting and organizing of resources and links done over the summer. The timing is good in that the first AHA (ad hoc assessment) teams for the LEP will be reporting in when the reviewers arrive. We can make that clear in the report and assume the reviewers will ask to see the AHA teams' documentation when they come. The LEP assessment plan creates a nice holistic structure but there are also previous pieces of assessment and the history of the LEP that demonstrate assessment and loop-closing, in addition to what the AHA teams will be providing.

Regarding hospitality and logistics, Lori brought up a question about what might need to be planned in advance for the Physical Plant staff to address or plan on. Deb will check with Cyndi

Holm about what is already planned and if there might be a process Cyndi would prefer for any suggestions that might come forward.

It was also noted that we should start to get on community calendars. Beth noted that with the new president, Connie Gores, coming in next year, that it provides a great opportunity, as President Gores will be meeting anyway with all kinds of community members and groups, and she can mention accreditation in those visits to help heighten awareness.

Another suggestion was to try to involve Culinology in hospitality effort for the review team.

*V. Other*

Kyle noted that SAFAC requests will be coming in during the next week, and he would have information on all student organizations and their work for any teams who need it.

Lori will ask faculty and the RAs to help remind students to take the student survey after spring break.

*VI. Next Meeting: March 22, 2013, 8:45 – 10:00, SC 206*