

HLC Steering Committee

Meeting Minutes

Fri., May 3, 2013

8:45-10:00 a.m.

SC 206

Present: Lori Baker, Beth Weatherby, Scott Crowell, Bill Mulso, Dan Baun, Betsy Desy, Alan Matzner, Kathleen Ashe, Betty Roers, Will Thomas, Raphael Onyeaghala, Kyle Berndt

Absent: Jan Loft, Deb Kerkaert, Doug Simon

Agenda

I. Review of status of chapter drafts to date

Lori noted which chapters had been received and what teams had told her about when their drafts would be assembled. She has a partial draft from Criteria 1 and 2, a fairly full draft of Criterion 4, is awaiting Criterion 3 in June, and Criterion 5 over the summer.

II. Summer work plans for Lori

Lori described her tentative work plan over the summer. Ideally she would like to have a draft of the chapters to present to President Gores when she takes office in July. In June she will start with reviewing what the criterion teams provide for her, though some of that will not come in until sometime in June. She will be meeting with Marcy and Bill to review PR and to agree upon how to roll out the HLC brand that Marcy has created.

III. Brainstorming session

A. Timelines for next fall and spring

B. How to roll out chapter drafts to the university and public

C. PR methods for engaging the university and community

The committee discussed how to make its way through the drafting and finalizing of the self-study in order to complete it 8 weeks before the visit, as required by the HLC. The committee liked the idea of having open forums to gather input in the spring semester, as that timing would help the university community generate interest and gear up for the visit in the fall. Lori showed the committee the University of North Dakota's web site as an example of how another university was gathering feedback on its chapter drafts. The committee liked the organization and how each criterion was focused on one criterion at a time. The committee decided that "first" first drafts—the drafts pulled together by the criterion teams and reviewed first by the Steering Committee—would need to be completed by mid-fall semester. After mid-semester (after initial review by the Steering Committee and revisions based on that), the drafts will be posted on the SMSU HLC web page for university members to read and respond to. If possible, we would like to have a web form available through which readers can send in feedback (like UND's site). We want to give them enough time to be able to read them, and want the chapters to be available over semester break especially. At the beginning of spring semester, we will host a series of all-university meetings to provide an opportunity to discuss each criterion chapter and take in more feedback, as well as answer any

questions. Ideally these meetings would conclude by April in order to give the committee time to make final revisions before folks scatter over the summer. This also provides enough time for the required third party comment to take place in the months before the review team visits.

The committee liked the idea of using Thursday noon hours when SmSUFA is not already meeting for the all university meetings, as the noon hour is accessible for other union members and community members as well. Lori will check with Vicky Brockman (SmSUFA president) to see when SmSUFA meetings are scheduled and will set up the review cycle around those. In the spring we could also host some evening meetings if that will work better for community members. We will have to solicit third party comment regarding the entire university (not just feedback on the self-study).

PR methods discussed included working with alumni, President Gores' meetings with a variety of organizations, the Lyon County Summit, t-shirts, mugs (ways to keep it light), and making sure to take a multi-pronged approach especially in Fall 2014 in the two months before the review team arrives.

IV. Meeting schedule for fall

The committee felt it would be important to meet more often at the start of fall semester as the chapter drafts are reviewed. The hope is to scale back the number of meetings late in fall semester after the drafts have been revised. For now, Lori will book every Friday because it is easier to cancel than to book additional meetings later. The committee agreed to start at 9:00 since no faculty members had mid-morning conflicts in the coming fall, but to meet for one hour since the meetings would be happening more frequently.

V. Other/Announcements

A. Student survey winners

Lori announced that all of the student survey winners had picked up their gift certificates.

B. What to do with gathered materials—archival needs

Lori noted that the library was investigating digital archives.

C. "Other" other

During the meeting several other items came up intermixed in the discussion. They included

- Deb K has a chart of staffing in all units if that is needed by a team.
- The University mission has been applied to the side of Founders Hall doors now, and it is scheduled to be put up on the BA and CH link. Betty suggested putting it on the monitors to roll across with the other announcements; other suggestions were to use it as screen savers in the labs, for faculty to put it on syllabi, and to post it in the library plaza area.