

## HLC Steering Committee

### Meeting Minutes

*Fri., September 13, 2013*

*9:00-10:00 a.m.*

*SC 206*

Present: Lori Baker, Beth Weatherby, Doug Simon, Scott Crowell, Jan Loft, Dan Baun, Alan Matzner, Kathleen Ashe, Lori Wynia, Deb Kerkaert, Betsy Desy, Will Thomas, Raphael Onyeaghala, Chris Hmielewski

Absent: Joshua Anderson, Bill Mulso

Guests: Susan Jones

#### Agenda

##### *I. Review of Criterion 1 Mission chapter draft*

As with the overview draft last week, Lori B. asked that discussion focus on the larger concerns about content and organization, and to give Doug and her copies of proofreading and lower-level edit comments. She asked that the committee consider what strengths and recommendations regarding the criterion appear to emerge from the draft.

The bulk of the hour was spent discussing the draft. Some questions regarding the general structure apply to all of the criterion chapter drafts. Will asked about whether an introduction and conclusion is needed for each core component; Doug commented that in looking at other universities' self-studies, he had seen a variety of approaches to it, including the use of bulleted lists. Lori B. likes a brief forecast of some kind to help guide the reader, and a summary of findings, such as strengths and recommendations, will need to be at the end of each criterion chapter. Beth suggested that a bulleted list be used in this summary section. Lori B. noted that in the conclusion remarks at the end of each criterion chapter, we should reference the language of the overall criterion, rather than the core component language at that point.

Lori B. noted that throughout this and all chapters, we need to be sure to refer to the Brown and Gold thirteen "values," not "goals," as the list is intended as a statement of values associated with the mission and vision statement.

Discussion more specifically about the Criterion 1: Mission draft included the following:

- we will need to decide how and where to describe the LEP transformation
- how to focus and what aspects to emphasize about the LEP, given that it is an overarching philosophy but that we also need to bring in the discussion of programs
- the importance of taking the perspective of an outside reviewer as we decide how to contextualize and define aspects
- how to best describe strategic planning
- perhaps cluster the outreach sections around the 13 core values, depending on which ones make the most sense to use

- considering if this is an appropriate chapter in which to reference AACU's high impact practices
- emerging possible strengths, including alignment of departmental and unit missions with the university mission, how strategic planning helps to operationalize the mission, how the design of the LEP is supportive of the mission, leadership and professional development opportunities, and consistency of mission through administrative changes
- A visual timeline would be very useful in this chapter in particular

## *II. Other*

Lori and Alan are arranging a meeting with Marcy Olson to discuss visual standards for tables and charts in the self-study.

## *III. Next meeting Friday, Sept. 27*

- A. Lori meeting with Criterion 4 team on Fri., Sept 20*
- B. Criterion 4 draft sent to Steering Committee by Tuesday, Sept. 24*
- C. Full Steering Committee meeting on Sept. 27 to discuss draft; please bring a copy of your comments to give to the team, or email them before/after the meeting*