

HLC Criterion 2 Committee
March 26, 2012
BA524
Minutes
Approved April 23, 2012

Present: Kathleen Ashe, Lori Baker, Deb Carrow, David Paulson, Jacob Tews

Absent: Diana Holmes

Minutes of the March 12, 2012 meeting were approved as distributed

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

We reviewed several of the NSSE questions but felt that they did not relate to the issues in 2b. After reviewing again the list of questions Deb developed we agreed to go forward with these.

Recommendation: Addressing question of whether the institution presents itself clearly and completely with regard to “control” it is recommended that SMSU’s relationship to MnSCU be clearly stated and links to the System Office website and information on the role of the MnSCU Board of Trustees be added.

HLC logo on to be added to pages.

2b. Recommendation: Programs that are accredited in their subject area should have this information clearly posted on their program/department webpages with links to the accrediting institutions.

This committee’s charge from the last Steering Committee meeting is to draft an outline/table of contents for our chapter on Criteria 2. We discussed the framework we might use. David recommended that each of us follow the same construct as we address our component, so that there will be several headings consistent throughout the chapter.

We started discussing **Component 2a.** *The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows fair and ethical policies and processes for its governing board, administration, faculty and staff* to identify the headings/outline:

Overview/history
Important examples, key issues
Next steps/recommendations

We moved to consideration of **Component 2b** within this framework. The **overview** might cover the transfer of the majority of the information to the web, including the academic catalog and access to DARS. For the section on **Important examples, key issues** we might cover the improvements in working with students, particularly with the DARS information and the academic catalog easily accessible and updated frequently as new courses are approved, programs added or changed. See above for the recommendation although this could be taken care of before the chapter is finalized.

In order to determine whether the information provided is clear and complete we will use the questions referenced above. The results may be addressed in the Important examples, key issues section as well as in the Recommendations.

Lori and Kathleen will meet before the next Steering Committee meeting to draft table of contents/outline for this chapter. It will be distributed to this committee for review and comments.

For our next meeting each of us will outline our assigned core component. Please distribute to all before next meeting.

Next Meeting: Monday, April 9, 2:00, BA524