

HLC Criterion 2 Committee
November 27, 2012
SC207
Minutes

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

Minutes of October 30, 2012 meeting will be resent to committee members. Approval will be via email responses.

Discussion on our data collection assignment

We began with a discussion of the links Deb had collected for the auxiliary tab on our spreadsheet. These tabs are on Criterion 2's copy of the HLC Data Collection Inventory sheet on the t-drive in the HLC_Criterion_2 folder.

We agreed on changes to our copy the Data Inventory which we will use to focus our review of Criteria 2. In column C "Name of data/doc being collected" we agreed that subunits should be prefaced with the unit name, i.e. Fitness Center, Fitness Center – Pool, Fitness Center – Weight room. This will facilitate sorting.

We decided to add an additional descriptor column using the terms: overview, policies, reports, and procedures.

Some links will apply to more than one component. In column B we may enter multiple components, i.e. 2A, 2B

We decided to keep the tabs we now have labeled: Academic, Financial, Personnel, Auxiliary, and Administration.

After much discussion of the data we are collecting in this spreadsheet we recognized that this data is primarily for our use to rank and evaluate and for writing our chapter. We will review the links and make a determination on whether "the institution presents itself clearly and completely" (2B)

Following this we decided to add an Evaluation column and use the terms Clear, Unclear, Complete, Incomplete. As we find and add links to the spreadsheet we need to evaluate the contents of the pages. Using the evaluation data we can compare with the results of the survey to determine if there is a match and/or look at differences.

In the spring we may choose to interview heads of service areas for their thoughts on fair and ethical policies and processes (2A) and if clear, complete (2B).

Revised timeline

Lori shared the new version of the timeline, revised with the new review date. Three items from the original timeline not yet completed were moved forward to the current timeline.

In spring we will begin to see examples from other institutions who have used the new criteria for accreditation.

In March we should receive the scheduled date of the HLC visit.

Of note for the committee: April 1st is the deadline for the first draft of our chapter.