

HLC Criterion 2 Committee
October 30, 2012
SC207
Minutes

Present: David Paulson, Diana Holmes, Kathleen Ashe, Lori Baker, Deb Carrow

Absent: Jacob Tews

October 9, 2012 minutes approved as distributed.

Lori provided the committee with an update on the HLC Steering Committee's process to facilitate composing questions covering each Criterion group's need for surveys through focus groups. Southwest Marketing Advisory Center is currently leading focus groups and some members of criterion committees will be asked to participate. Through this work with focus groups SMAC will develop questions intended to capture information needed by our committee, particularly for components 2A, 2B, 2D, and 2E. The survey drafts should be available late November and will be sent to Criterion team chairs for review and a quick turnaround. The Steering Committee will have a final review and OK at its Nov. 30 meeting. Once questions have been reviewed and accepted SMAC will run surveys in December.

Our committee will hopefully have results from SMAC in late January or early February.

We will incorporate what we learn from this in our finished report which is due the end of March.

The committee then discussed our next steps gathering data and drafting the report. We decided to change our process from last year when each committee member was responsible for a component of Criterion 2. Diana observed that component 2A is complex. She expressed a need for guidelines. Based on last year's experience one weakness with policies is that they can be difficult to find. Academic Departments don't put all or in some cases even some of their policies on their web page. We still need to collect the links to policies. We also need to identify what policies are in print only, not on the SMSU web pages.

We did agree that many policies are on SMSU's site and we can create a list. We agreed to divide up areas within the university with each committee member taking an area and collecting links to policies.

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.*

For next time we will each take an area and collect links. Deb is taking auxiliary functions, Diana will take financial, Kathleen will cover the governing board,

administration, faculty and staff plus personnel, Lori and David are covering academic with David on ALS and Lori BEPS including the new nursing program.

There is a folder on the T drive for HLC_Criterion_2 with a spreadsheet: 2A Core Data Collection Inventory Sheet. Each committee member will add in links to the document on the t-drive. Note that there are tabs at the bottom of the spreadsheet for academic, financial, auxiliary etc. pages.

Lori reminded all to use titles for offices as listed in the phone directory for consistency.

Once all links are collected and we are able to review them we will determine if a recommendation that departments need to link policies to their page is necessary. At that point we may also upload the information to D2L.