

HLC Criterion 2 Committee
September 11, 2012
SC207
Minutes

Present: David, Diana, Kathleen, Lori, Deb, Jacob

Absent: None

1. Minutes of the April 23, 2012 meeting were approved as distributed. Kathleen updated the committee regarding some of the items discussed at the April meeting. There is a link to the 2012-2013 Faculty Handbook on the Academic Deans webpage. The organization chart has been updated although there is still no reference to the MnSCU Board of Trustees and the Chancellor.

2. Report from Lori, HLC Steering Committee meeting, August 23, 2012.

Lori reported on the Steering Committee's recognition of the need for surveys and focus groups to be coordinated. A subcommittee has been named and the committee is asking that the Criterion committees submit their list of questions for students, faculty and staff and community by Sept. 21. A working group from the Steering Committee will receive the questions and work with Institutional Research on surveys and recommendations for focus groups. The intent is to have the data generated available by spring 2013.

At our April 23, 2012 meeting we discussed interviewing Admissions, Univ. Relations for our report. We agreed to wait and see what information the survey instrument and focus groups provide and then decide if we want to move forward with the interviews.

The visit from HLC reviewers has been postponed to 2014/2015, possibly fall 2014, won't know the date until later. The Steering Committee has agreed that our current timelines should remain the same. The extension was requested so that our incoming President will have sufficient time to familiarize herself with the institution and the process before the visit occurs.

3. Develop list of questions to forward to the Steering Committee for their Sept. 21st meeting

For faculty survey:

1. *Does the institution operate with integrity in its financial, academic, personnel, and auxiliary function. Does it establish and follow fair and ethical policies and processes for its governing board, administration, faculty and staff. (2a)*

Likert scale responses.

Followed by open ended questions: *Please give example(s) supporting your response.*

2. *Do you believe the institution is committed to freedom of expression and the pursuit of truth in teaching and learning. (2d)*

Likert scale responses.

Followed by open ended question: *Why or why not. Examples. Or: In what way does the university show commitment or shows lack of commitment? Additionally: Do we need to do more to demonstrate commitment?*

3. *The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.*(2e1)

Likert scale responses

4. *The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly. Students are offered guidance in the ethical use of information resources.* (2e2)

Likert scale response

5. *The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly. The institution has and enforces policies on academic honesty and integrity.* (2e3)

Likert scale response

For student survey:

1. *Does the institution operate with integrity in its financial, academic, personnel, and auxiliary function. Does it establish and follow fair and ethical policies and processes for its governing board, administration, faculty and staff.* (2a)

Likert scale responses.

Followed by open ended questions: *Please give example(s) supporting your response.*

2. *Do you believe the institution is committed to freedom of expression and the pursuit of truth in teaching and learning.* (2d)

Likert scale responses.

Followed by open ended question: *Why or why not. Examples. Or: In what way does the university show commitment or shows lack of commitment? Additionally: Do we need to do more to demonstrate commitment?*

3. *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.* (2b)

Below are the questions Deb developed for this criterion last year. All will have Likert scale responses.

I am easily able to find out which academic programs SMSU offers.

I am easily able to find information about what a major or minor program requires.

I am easily able to find costs to attend SMSU.

It is easy to find where to go for financial assistance at SMSU.

It is easy to find out who are the teachers and staff at SMSU, their degrees, and programs.

I am easily able to find what student services are offered at SMSU.

I can easily find whether or not SMSU is accredited.

It is clear that SMSU is a part of MNSCU and a state institution.

Based on (your past experience with SMSU, your campus visit, your visit to the SMSU website,...) do you feel SMSU presents itself clearly and completely?

(Our suggestion is to survey freshman seminar students since the experience searching for answers to questions will be fresh for them. Students attending Visit Days might also be surveyed, as well as their parents. Does Admissions ask questions of these groups?)

4. *The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly.* Students are offered guidance in the ethical use of information resources. (2e2)

Likert scale response

5. *The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly.* The institution provides effective oversight and support services to ensure the integrity of research conducted by its students. (2e1)

Likert scale response

6. *The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly.* The institution has and enforces policies on academic honesty and integrity.

Likert scale response

For Community

We discussed holding focus groups for community responses and covering components 2a and 2b

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.*

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.*

(I am unclear regarding the following note I took at the last meeting. Can someone remind me what is being referred to “from last summer”?)

2c. Use focus groups and results from last summer? See if criterion 5 group has questions that relate to this.

Other:

For our next meeting David will look at judicial appeals and/or grievance statistics over several years to see if any trends are evident? Is there a decline in number of grievances filed?

Lori reported that there will be reorganization of the files on the T drive. There will be Criterion Committee folders and a Steering Committee folder. Criterion Committee members will only have access to their criterion folder, committee chairs will have access to all folders.

Information will also be up on D2L.

The Steering Committee will make another call for students to participate on committees. Faculty will be encouraged to nominate students. Jacob can also send suggestions to Lori.

Next meeting: Tuesday, September 25, 3:30 in Student Center 207.\

Approved Sept. 25, 2012