

HLC Criterion 2 Committee  
April 23, 2012  
BA524  
Minutes  
Approved Sept. 11, 2012

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

Absent: Jacob Tews, Deb Carrow

Minutes of the March 26 and April 9, 2012 meetings were approved as distributed.

We continued our review of the outlines each committee member developed for components 2c, 2d, 2e.

**Component 2c.** *The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution ...*

Kathleen reviewed 2c outline. It was noted that additional information on the formal process to include faculty and staff in the governance should be added to this section, specifically meet & confers for all unions (SMUSUFA, MAPE, AFSCME, MSUAASF, MMA, Confidentials under Administration, Bargaining Units, Meet & Confer) and meet & discuss for students.

It was noted that there needs to be a more formal process of introducing new faculty and staff to the institution: explanation of governing structures, unions, the importance of transparency.

The organizational chart available on the Administration page needs updating and should be kept current.

Faculty handbook has been in the process of being updated for several years. It is still unavailable.

**Component 2d.** *The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.*

After a quick review of David's outline which was distributed at the April 9<sup>th</sup> meeting, no additions/changes were identified.

**Component 2e.** The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly.

**Recommendation.** We need to address standardizing the FYS classes to the extent that all cover information literacy, ethical use of information resources. What is the baseline covered in FYS?

Academic honesty: needs to be re enforced in each department's webpage, in capstone course, in Eng. 151.

**A question for the HLC faculty survey:** how, in what class do you address academic honesty. This can also be asked of Student Services.

How do we offer guidance in ethical use of information? There is a procedure for writing center tutors to follow when a question arises during tutoring.

### **Next fall**

Our committee should focus on collecting the data needed to support components a through e.

We may need to develop a set of questions for faculty and use focus groups to understand the community viewpoint.

We discussed how the questions in the Senior Survey address the components. Lori and Kathleen will meet with Alan to discuss questions we would like to see added to the Senior Survey based on the questions developed by Deb and Jacob for component 2b.

Instruments should be created by end of November,

Faculty questions to address components 2d and 2e need to be developed.

Do we need to develop questions for community focus groups questions?

Question for the HLC Steering Committee, Administration: Can the SMSU Marketing Advisory Center help with the survey and/or focus groups?

We have an outline for criterion 2, next fall we need to think about starting writing, and in the process perhaps identifying gaps in evidence.

David asked if the D2L survey function would be useful for gathering data.

Additional data may come from the FYS assessments, exit survey. There will be 2 years of data to look at next fall.

First thing next fall we should ask someone from Admissions and University Relations to meet with us. What information are they collecting that might address our issues?