

HLC Criterion 2 Committee
April 9, 2012
BA524
Minutes
Approved April 23, 2012

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

Absent: Jacob Tews

Minutes of the March 26th meeting were previously distributed. We did not review or approve the minutes. This item will be carried forward to next meeting's agenda.

We reviewed the Criterion 2 outline of all components that Lori and Kathleen drafted for the April 6th meeting of the HLC Steering Committee, adding items from each one's outline of the component as assigned.

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.*

Diana added an item to the outline under Strengths:

- All of the University policies and procedures are listed on the Administration webpage.

And another item under Recommendations:

- Link MnSCU policies page on the Administration page under Policies and Procedures. The page refers users to the complete list of MnSCU Board policies and applicable state policies under Minnesota Management & Budget (MMB). MnSCU policies can be found by clicking MnSCU at the bottom of the SMSU homepage, governance & administration, employee resources, personnel, policies & procedures.

Lori brought up the fact that HR requests all faculty and staff to complete online courses covering data security awareness, code of conduct, and SMSU's sexual harassment prevention. Lori suggested that this requirement addresses component 2a where the institution "establishes and follows fair and ethical policies" and that monitoring who has taken the courses supplies the evaluation piece.

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.*

Deb met with Jacob to draft an outline. They identified necessary information for students, with separate lists for prospective and current students, linking back to these areas on the SMSU website. (Document attached)

Recommendations:

Addressing "control and accreditation relationships", they suggested that the relationship with MnSCU be more clearly stated, perhaps on the President's page, also addressing the Board of Trustees for MnSCU institutions.

We also discussed SMSU's About page. We recommend adding information about HLC accreditation (spelling out HLC) and perhaps linking to an HLC page which would have the logo and information about our accreditation (accreditation history?)

We also discussed the importance of identifying other accreditation relationships, for academic programs, other?

Strengths: As mentioned under 2a MnSCU policies are listed and linked from our policies page/about page

We discussed the list of questions Deb and Jacob developed to be used to determine if SMSU *presents itself clearly and completely to its students and to the public.*

We tried to clarify how the questions will be used. Are they really for focus groups. Do we need to talk to focus group first? Is the senior survey the appropriate place? We need to find a way to ask prospective students.

It was suggested that SMSU's Marketing Advisory Center could help with a focus group, using this method to determine appropriate questions.

Are there surveys that the Center has done in the past that we can we pull results from to demonstrate whether certain information is provided clearly and completely?

We will likely need to have open sessions for community members next fall. Again, the Marketing Advisory Center could help with this.

Lori will discuss senior survey questions with Alan. At the HLC Steering Committee we will need to determine what requirements other criterion groups have for surveys/questions.

David distributed his outline for 2d, however we did not have time to review it.

Our next and last meeting for the academic year is April 23rd. We will finish the discussion of components c, d, and e.