

HLC Integrity Committee
Draft Minutes
October 4, 2011

Present: Lori Baker, Kathleen Ashe, Jacob Tews, Debra Carrow, Diana Holmes, David Paulson

Absent: Maria Brandt

After introductions Kathleen and Lori gave a brief overview of the HLC process, timelines, and the Integrity Committee's charge. Some of the points made:

- The report will not simply be a narrative but it needs to be evaluative, noting strengths, weaknesses and recommendations for improvement
- Committee members will be in touch with constituencies (IFO, MMA, MSUSAF, MAPE, AVSCME, and students) for feedback and additional ideas
- The committee will be gathering information, identifying gaps, and then decide how to close the gaps
- Documentation gathered will be shared with the steering committee so that overlapping requests for information and data will be identified
- A draft of our report on Integrity should be completed by March 2012
- The complete self study needs to be ready by the end of spring 2013.

Future meetings: There was agreement that scheduling future meetings on Tuesday mornings generally worked best for all, starting at 9:15 or 9:30. Since David has a department meeting every other Tuesday morning, the committee will schedule on the opposite Tuesdays. **Our next meeting is set for 9:15 Tuesday, October 25 in BA524.**

Review of Criteria 2

The July 15, 2011 version of the criteria distributed to the committee is in beta form. There may be some further wordsmithing. The final version is expected in March 2012. The minimum expectations listed below the core components are just that. There is no guarantee that if an institution meets only the minimums that the institution will be awarded accreditation.

We began reviewing the Core Components under Criterion Two, discussing the wording of each.

2.A. The institution establishes and follows policies for fair and ethical practice pertaining to its financial, academic, personnel, and auxiliary functions. Documenting the policies will be straightforward, showing that we "follow" them will be more complex.

"Auxiliary functions" is thought to refer to functions not directly related to the academic functions of the university, for example university event planning, physical plant, ...

Following this preliminary discussion the committee agreed that our process should be to take a core component each meeting, identify questions, determine where to find documentation, identify who we may need to talk to, determine strengths, weaknesses and recommendations. If the committee meets every other week we will be able to work through all 6 core components by the end of January. We may assign homework to bring back to the following meeting.

NEXT MEETING

Before next meeting we will read through all core components and note questions. At the meeting we will review the components and come to an understanding of each. We will then begin to work through component 2.A.

Kathleen will pull out those notes that apply to component 2.A. from the Sept. 22nd review of the minimum expectations of Criteria Two and distribute to the committee before the next meeting.

Kathleen Ashe
Co Chair
Integrity Committee