

## **Criterion Four: Teaching and Learning---Evaluation and Improvement Meeting Minutes & Agenda**

**Nov. 15, 2011**

Members attending: Frankie, Linda, Sara, Sonya, Kelly, Betsy, Jan

Members absent: Joe Stremcha, Emily Hannasch, Carol Bossuyt

Betsy informed the subcommittee that HLC has released its latest version—GAMMA---of the criteria for accreditation. Lori Baker has posted this latest version on the ‘t’ drive for all to view. There are some revisions to the Criterion Four components. Later this week Betsy will update the criterion four outline document and accompanying spreadsheet found under the ‘criterion 4’ folder on the ‘t’ drive to reflect these changes.

The HLC Steering committee is exploring using D2L as a means of communicating among criterion groups. More details will be released as they become available.

The ‘Data Collection Inventory’ format prepared by Lori Baker was distributed and discussed. Lori created an Excel spreadsheet (that can be found on the ‘t’ drive under Steering committee) based on this inventory. This ‘grand’ spreadsheet will be used by all criterion groups as they collect and record their data. Anyone can make changes and additions to this Excel spreadsheet, thus allowing all criterion group members to view what other groups are doing at any point in time. Criterion 4 group members discussed if all data collected by criterion 4 should be posted to this ‘grand’ spreadsheet as it is collected, or if data should first be posted to a criterion 4 spreadsheet then posted to the grand spreadsheet. Criterion 4 members decided to post all data to the criterion 4 spreadsheet first, then once a week, Betsy will update the ‘grand’ spreadsheet.

Betsy reported on her discussions with Pat Carmody (Registration) and Deb Mitlyng (Dean’s office) regarding a process for requesting data from them and other data providers. Pat and Deb appreciated having a list of data needed and a timeline for when those data were needed. Both commented that they understood there may be some redundancy in requests from other criterion members, but they would inform the parties involved when that happens. Both Pat and Deb indicated they may suggest additional data needed to support the components and subcomponents of criterion four. It was noted that the criterion 4 evidence spreadsheet should be viewed as a fluid and dynamic document; that is, it will likely be amended throughout the data-gathering process to reflect unanticipated changes/additions/deletions. It was also noted that criterion leaders will be engaged in continuous discussion throughout the process to reduce redundancies and promote the most efficient and effective means of data collection.

Group members reviewed the criterion 4 evidence spreadsheet and indicated which data they would be retrieving. The names of the members responsible for a given set of data are recorded on the criterion 4 evidence spreadsheet.

Our next meeting will be Tuesday, Dec. 6, 3-4pm in BA 524. Please be prepared to update group members on your individual data collection.