

Criterion Four: Academic Programs---Evaluation and Improvement Meeting Minutes & Agenda

Sept 16, 2011

Members attending: Frankie, Carol, Linda, Sara, Joe, Kelly, Betsy, Jan

Members absent: Sonya Vierstraete, Emily Hannasch

Committee members introduced themselves and explained why they were interested in this particular criterion group. We reviewed the HLC Criteria for Accreditation with emphasis on the charge of this subgroup, Criterion Four. Betsy distributed a handout of the components and subcomponents of Criterion Four along with evidence needed to support those components. The committee was asked to review and comment on the evidence listed and suggest additions or deletions.

Oct. 18, 2011

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

Members absent: Joe Stremcha, Kelly Fitzgerald, Emily Hannasch

The committee reviewed the Criterion Four handout again, and if there were any additions, deletions, or corrections. The discussion focused on developing a workable template for gathering data that indicated what data were needed and where those data would be derived. Sara volunteered to take the evidence for the criteria and reorganize the Criterion Four handout by source of data rather than subcomponents. Dean Loft volunteered to find information about SMSU's internship policy. Betsy asked the other committee members to think about which subcomponent each would like to take responsibility for collecting evidence. Questions regarding where the data would actually be placed were generated that Betsy said she would bring to Lori Baker for explanation/clarification.

(Sara emailed to me the handout which she reorganized based upon source of data. I emailed the document to all committee members.)

Nov. 1, 2011

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

Members absent: Joe Stremcha, Kelly Fitzgerald, Emily Hannasch, Carol Bossuyt

Discussion focused on identifying the specific data that would be requested of an individual or group in order to minimize overwhelming the data source with multiple requests for data. Questions were again raised as to where the data would be stored once it was collected. Other questions generated during discussion involved the interaction between this criterion group and the other criterion groups. Specifically, how will the other criterion groups know what data this group is collecting and storing? Betsy will bring these questions to Lori Baker for explanation/clarification.