

HLC Steering Committee

Meeting Minutes

Fri., October 11, 2013

9:00-10:00 a.m.

SC 206

Present: Lori Baker, Beth Weatherby, Kathleen Ashe, Deb Kerkaert, Will Thomas, Doug Simon, Scott Crowell, Jan Loft, Dan Baun, Alan Matzner, Lori Wynia, Betsy Desy, Raphael Onyeaghala

Absent: Bill Mulso, Joshua Anderson, Chris Hmielewski

Agenda

I. Outline of topics described in Criteria 1, 3, & 4

Lori distributed an outline in chart form she had created of the topics being covered in each of the three criteria chapter drafts seen by the Steering Committee so far. This outline will continue to change as chapters are revised. The purpose of the chart is to see what topics are being repeated and for what reasons they might be repeated in different chapters. Lori will try to put up a similar outline for all of the criteria chapters when the chapter drafts begin to go online, so that readers who have not been part of the HLC process and who might have questions about why certain topics are not showing up in the chapter they are reading can identify where in the other chapters those topics might appear. A suggestion was made to use similar terminology across the chapters for key topics, such as program review, rather than particular phrasing that might appear in one chapter but not another. It was suggested to also add to the outline a bulleted list of the strengths and recommendations for each criterion.

II. Review of Criterion 3 Teaching and Learning: Quality, Resources, and Support chapter draft

Much discussion centered around the description of program review, examples to draw from of programs that have made changes due to program review, and what aspects of this discussion belong in Criterion 3 or should be moved to Criterion 4, which already also has some of this information. In terms of demonstrating that SMSU's programs are appropriate for higher education and the degree level at which they are being offered, the committee discussed the difference between certification, accreditation, and national standards put forth by disciplinary organizations, and how the curriculum approval process and committees (undergrad and grad) are a part of this assurance process. In addition to the Graduate Council, which oversees graduate education, in Business they also have a graduate subcommittee.

Other items from the discussion included the following:

- Adding in language about the associate degrees we offer
- Adding a topic sentence to the beginning of the chapter stating what types and range of programs we offer
- Consulting the distance education change request document from 2011 and referring to it, especially regarding the modes of delivery subcomponent

- Locating the primary description of College Now in Criterion 3 and thus moving some from Criterion 4
- Adding more information about the Early Childhood program, and mining the grant application for some of that
- Discussing the learning outcomes for stacked/dual-listed courses (grad/undergrad, upper/lower-level undergrad)
- Explaining how our sites/locations work for distance learning

Time ran out to complete the discussion of this chapter. Those who can will meet again next Friday to finish the discussion.

III. Revision process and timelines: what's happening so far

Ran out of time to discuss.

IV. Other

A. Minutes from 9-6, 9-13, 9-27

Lori asked the committee to let her know of any edits and passed around a copy of each in case anyone needed to see them. She will post these to the web site.

B. Update from Lori/Alan/Marcy – visuals

Alan, Marcy, and Lori met to discuss standards for visuals and ideas for formatting. Alan and Lori met to begin to go through the chapter drafts and identify where visuals would be useful and will meet regularly for the time being to continue this work. Alan asked the team members to send him their specific requests.

C. HLC conference date changes for April—runs Sat. thru Mon.

Lori alerted the Steering Committee that the HLC conference dates in April had shifted by a day to accommodate Passover. Unfortunately now the day for the Self-Study workshop is the same day as President Gores' inauguration.

V. Next meeting Friday, October 25

A. ~~Lori meeting with Kathleen for Criterion 2~~

Those from the Steering Committee who can make it will meet again on Oct. 18th to continue discussion of the Criterion 3 draft.

B. ~~Criterion 2 draft sent to Steering Committee by Tuesday, Oct. 22~~

C. ~~Full Steering Committee meeting on Oct. 25 to discuss draft; please bring a copy of your comments to give to the team, or email them before/after the meeting~~

Because many members of the Steering Committee will be gone on October 25 for MnSCU meetings, Lori will investigate whether it works to switch the meetings dates around. If so, she will meet with Criterion 5 to work on their draft on Oct. 25, Criterion 2 will send their draft to the committee by Tuesday, Oct. 29, and the full Steering Committee will meet instead on Nov. 1.