HLC Steering Committee

Meeting Minutes

Fri., Nov. 18, 2011
9:00 – 10:30 a.m.
SC 206

Present: Lori Baker, Dan Baun, Corey Butler, Betsy Desy, Beth Weatherby, Jan Loft, Doug Simon, Betty Roers, Kathleen Ashe, Scott Crowell

Absent: Chris Hmielewski, Raphael Onyeaghala, Deb Kerkaert , Joe Stremcha, Alan Matzner, Bill Mulso

Agenda

I.   Review of gamma version of criteria

The group agreed to switch the order of the agenda to discuss the gamma version of the criteria first before having team reports. Lori showed a PDF she created of the new gamma criteria with all of the changes from the beta version highlighted and comments inserted. The gamma version appears to have addressed some of the overlap among different criteria that the committee had noted in the previous version. Though some of the criterion headings had been changed and language either refined or added, overall the basic criteria distinctions had remained the same as the beta version, so the team leaders felt confident in continuing to address their assigned criterion and would take the changes to their teams.

II.   Reports from criterion teams

Criterion 1 – Team 1 met after the last steering committee meeting. Christine Olson approached Scott Ewing to ask about the questions on the SAFAC budget request form to see if additional questions could be added to help gather data regarding the organizations' service endeavors with the community. Christine and Scott will facilitate putting together more comprehensive questions about service work provided by the organizations, and several students working in the Student Center know SPSS and can help pull data. SAFAC data will be pulled after the budget requests come in this March. Doug Simon offered to other teams to consider if they also would like a question or two added to the SAFAC budget request form.

Criterion 2 – Team 2 has met twice since the last steering committee meeting. They have reviewed their procedure for going through the criterion and gathering information and made some changes to their process. Regarding core component 2A (from the beta version), Diana Holmes has started to gather the various policies that exist across campus. The student representative, Jacob Tews, will do the initial brainstorming on core component 2B (beta version). Beth suggested the student contact Scott for an interview regarding some of that info. Diana created an Excel spreadsheet to input where the data is coming from, and this spreadsheet is now on the t-drive for all teams to use. The team is starting a list of recommendations regarding the policies they have found, such as how they are represented or located on the web site.

Criterion 3 -- Team 3 has met twice. The first meeting was generally an orientation to the task. At the second meeting, they divided up the components and started to collect the information in a list, which is on the t-drive. They will need to adjust now with the gamma version. They appear to have a lost a few members who have not responded; Kathleen noted that she has asked Stephen Davis (SmSUFA exec president) for another call for membership.

Criterion 4 – Team 4 has met since the last steering committee meeting for a total of 4 meetings so far. The team has split the work based on where the information is coming from; they created a master list of the types of information they would need to gather and sorted that list by department/area, so as not to send multiple people to the same source looking for different info. Betsy has visited with Pat Carmody and Deb Mitlyng about the best process for approaching them with information needs, as they will have multiple requests made of them. Both said they expect to talk to different teams and that was fine. They would appreciate it if requests came addressed to their area (for example, Registration) rather to a specific person, so that internally within their area they can decide who should gather that info. They also have the data input spreadsheet (which Betsy first drafted); they will keep their list separate initially and then cut and paste into the overall spreadsheet on the t-drive periodically, with just one person (Betsy) doing that inputting. Jan reported on the progress of the Committee on Institutional Assessment and how that work is helping Team 4.

Criterion 5 – Team 5 leaders were not able to be at the meeting, so there is no report.

Lori asked all the teams to remember to send her their minutes so that she can put them on the web site, and showed the web site as it appeared by that date.

III.   D2L usage discussion; comparison with t-drive; data inventory spreadsheet and usage

Lori spoke with Kayla Westra from MnWest about their institution's process for collecting and managing data. Kayla had also spoken with Dan Baun and with other administrators about the MnWest HLC visit. MnWest used one D2L site for all of their steering committee and teams. That way, there was transparency for all to see what was being collected and by whom. Our steering committee agreed to combine the separate D2L "classes" that had been created for each team into one large "class." We also agreed that we will continue using the Excel spreadsheet on the t-drive. The spreadsheet allows us to pull data by area, or by criterion, etc., which gives us some flexibility for looking at what documentation has been collected that the static D2L content files do not. So, as each team gathers data and info, they should be uploading the files or links on D2L and also putting notes into the t-drive spreadsheet about these files or links.

As part of this discussion, Dan Baun showed the group the Atomic Learning web site that SMSU has a trial account for currently. Atomic Learning offers many different training modules for all kinds of software. Those unfamiliar with Excel could use the Atomic Learning training site.

There was some confusion at the meeting as to whether the student members of the criterion teams could be made "teachers" on the D2L sites (which would affect whether or not they could upload content themselves). To avoid confusion, the students on the teams will have student-only access to the D2L sites.

Lori also noted that using D2L as a whole group allows us to use the "Survey" function to start building a common question bank for surveys and focus groups.

IV.   Notes from Dan and Alan regarding requests for specific data

Lori shared an email from Alan Matzner, who could not be present, regarding his and Dan's preferences for being emailed for specific data requests. He also had several other notes. Overall, he would like to be kept in the loop for all data requests, as he needs to double-check the accuracy of the data teams are receiving from others and needs to cross-check with the MnSCU system.

V.   Finishing off the Self-Study Design document

Lori is awaiting final approval from the President regarding the self-study design document. She will make sure the final version goes up on the t-drive.

VI.   Standardizing usage of program/department names—using campus directory

This item was brought up in the discussion about D2L and the spreadsheet on the t-drive. To ensure consistency, all teams need to use the department/area name that is used in the campus directory when inputting "where is the data located" question on the spreadsheet.

VII.   Graduate student representation

Mentioned briefly at end of meeting and will be revisited. Currently there is no grad student representation on the teams.

VIII.   Spring meeting schedule and frequency

The members remaining at the end of the meeting felt that the current meeting cycle of every 3-4 weeks would be appropriate in spring semester as well. This will be revisited at the next Steering Committee meeting before the end of the semester.

IX.   HLC Conference planning

Tabled until the next meeting.

X.   Other

Lori reminded teams she needs their minutes for the web site.

XI.   Next Meeting: Friday, December 9, 9:00 – 10:15, SC 206