HLC Steering Committee

Meeting Minutes

April 20, 2011
3:30 – 5:00 p.m., SC 207

Present: Lori Baker, Alan Matzner, Chris Hmielewski, Beth Weatherby, Bill Mulso, Betsy Desy, Kathleen Ashe, Betty Roers, Corey Butler, Lyn Brodersen,

Absent: Dan Campagna, Doug Simon, Scott Crowell, Dan Baun, Deb Kerkaert, Joe Stremcha

Agenda

Announcements: Lori met with Bill and his University Relations team to go over HLC public relations and writing/publication needs.

I.   Converting to the revised criteria and minimum expectations

A draft revision of the HLC criteria for accreditation has been released. The final version will not be approved until Feb. 2012; the hope is that there won't be many changes from this version to the final, as we need to restructure our teams around the revision (given the timing of the implementation of the new criteria, we will be responsible for using the new criteria, not the old). Lori handed out a side-by-side comparison chart of the old to the new and pointed out the minimum expectations piece. Steering Committee members signed up to chair the different criterion teams. Lyn and Kathleen will meet with the original Mission team (which had already met) to explain the revision and find out which new team they prefer to join; Lori will email the former Engagement volunteers about the change. Chris and Bill had met to review their criterion already but had not yet contacted their volunteers.

Lori will present the new criteria to the Faculty Assembly. Beth will put the new criteria on the various meet and confer agendas. New student nominees were assigned to the revised teams.

II.   Connecting the self-study and the strategic plan

Beth shared information from a session at the HLC conference on how to connect the self-study to strategic planning. Lori will send the link to the presentation materials to the Steering Committee members. Because self-study goals are similar to strategic plan goals, we should keep this in mind.

III.   Creating a logging process for the resource room

Lori shared some ideas from the HLC conference about this process. Many schools are finding they have more e-resources than paper resources now. It will help if the criterion teams note which type of resource they have—electronic, print, or both.

IV.   Other reports from the HLC conference

Lori, Beth, Lyn, Alan, and Betsy reported on various sessions they attended at the HLC conference and tips they took from the sessions. Ideas to note: a substantive change request would need to be filed if there were any merger or structural change between SMSU and two-year institutions; the federal government is revisiting the definition of a credit hour, which will have implications for policies and procedures at institutions; Alan needs to be kept in the loop with design decisions regarding data tables and charts; Lyn saw a useful session on portfolio assessment of general education; Lori handed around copies of self-study designs that she liked from the self-study fair; Betsy shared ideas she heard on how to approach faculty about assessment and about storyboarding each criterion, which the group is interested in doing next fall.

V.   Data collection considerations—any updates from Evidence Team and CIA members regarding research on accreditation management systems

Alan suggested that as criterion teams meet now and next fall, that early in the process each team scope out the data elements needed and let Dan and Alan know. They will coordinate how to best retrieve the data. It will be helpful if teams are specific about how many years' worth of data they need or how they would like the data to be analyzed. Dan was attending a conference on collaborative workplace software, which might have some useful information.

VI.   Other

It was suggested that criterion team members be contacted just to say hello and to remind them about the work planned for next academic year.

VII.   Next meeting: to be announced, likely during the week before classes begin in August