

HLC Steering Committee

Meeting Minutes

Fri., August 29, 2014

9:00-10:00 a.m.

SC 206

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

Absent: Alan Matzner, Rachael Posusta

Agenda

I. Website revisions and D2L for reviewers

Peter Worden and Alex MacArthur in Web Services helped to create an excellent e-resources repository for the self-study. All of the documents directly linked in the self-study are accessible by putting in a StarID and are housed in the repository. Further, Alex created a dynamic table (with some help from LeeAnn Teig in English, who put linked the files with the correct titles) for the website that is searchable and sortable by criterion. Beth noted what a valuable resource this is and that we should think about how it can continue to be used beyond the self-study/site visit. Lori has reworked the content of the web site, again with the help of Alex, who created some design elements and buttons. During the summer, Lori met with Dan's IT group to further discuss how to provide access to documents that are not shareable to anyone with a StarID but require further security. They decided to set up a D2L "course" for reviewers to house these documents. The self-study indicates when further documentation is available in D2L and provides the direct link to the D2L login for those materials. (D2L requires StarID as a login now, so reviewers only need one login to access any material.) The committee discussed having the Steering Committee added as "students" to the D2L section. Lori will remind the OAS staff to tell her if they add any new materials to the assessment t-drive so that she can pull those over to D2L as needed.

II. HLC Student Survey

The HLC Student Survey results were recently received. Lori, Beth, and President Gores have met to discuss them. Lori distributed paper copies to the Steering Committee. The suggestions were to share the comments with department chairs, noting what might be relevant to their areas, and perhaps through Meet & Confer. Alan had noted some crossover with the Office of Student Success exit survey, which Lori had shared with Beth and the President. The committee discussed this and also what other instruments some of the results could be compared to (our own HLC survey from last spring, NSSE). The comments generally reflected topics the University is aware of and working on addressing. One effort already underway that should prove helpful is the Master Academic Plan.

III. Review and revision of proposed meetings for peer reviewers

- A. What large group meetings are tentatively planned in the schedule*
- B. What might be missing*
- C. How to cluster*
- D. Preferred timing*
- E. Responses to Lori by Thursday, Sept. 4*

Lori shared the draft of a proposed schedule for the peer review team. It was suggested that Lori, Raphael, Lori W., and Cori Ann Dahlager meet to talk about how to best arrange the student meeting to include students at a distance.

- IV. *PR and HLC education work plan for fall*
 - A. *Initial discussion, sign up in future for activities and time slots*
 - B. *Talking points and best examples for this*

Lori reviewed the types of activities the group had discussed last spring. The topic is held over for the next meeting.

- V. *Updates on planning*
 - A. *Hotel and logistics*
 - B. *Technology*
 - C. *Materials for resource room*
 - D. *Vita reminder*

Mike VanDrehle has helped to organize the hotel arrangements for the review team. There will be a secure conference room for the team in addition to their rooms. Dan's staff has met and discussed how to arrange for technology (computers, a printer) at the hotel and in the resource room on campus. Faculty have been sending vita to LeeAnn, who is collecting them for Lori. Admin vita are going to Chris Anderson, who is forwarding them to Lori.

- VI. *Other*

Lori reminded the group that Third Party Comment is running and active until Sept. 20.

- VII. *Next meeting Friday, September 5, 9:00 – 10:00 SC 206*

V. Planning for Steering Committee meetings/work next fall

The Steering Committee needs to plan on being involved in some role in the PR efforts. Friday meeting times are still OK with the Steering Committee members. Committee members requested being sure to use Outlook Calendar to get the meetings on their agendas early.

VI. Other

The academic calendar has been updated to include the HLC visit. The President and Lori will likely be visiting our HLC liaison at HLC in early summer to meet the new liaison and prepare for the review.