

Minutes of Nov. 13, 2012, Criterion Four meeting:

Criterion 4 members present: Albitz, Frankie; Desy, Betsy; Fier, Sara; Loft, Jan; Nelson, Linda; Vierstraete, Sonya. *Members absent:* Carol Bossuyt

Guests present: Mike Rich and Shelby Broders of SMAC; Lori Baker, HLC coordinator.

Lori Baker reviewed the role of Southwest Marketing Advisory Center (SMAC) in designing and administering surveys across SMSU that target multiple groups for HLC accreditation. At this meeting, Lori also presented 1) a timeline for survey completion and administration, 2) HLC working timelines through Fall 2014, and 3) guidelines for writing the Criterion 4 chapter. Specifically, she requested written comments by April 1, 2013, and that these comments be focused not only on data summary, but also include reflective statements and recommendations of data summarized.

Mike Rich provided additional comments about designing the surveys based on previous focus group meetings. Lori will be calling a meeting of criterion co-chairs next week to discuss the proposed survey developed by SMAC. Mike requested that potential questions from each criterion team that are not addressed by the proposed survey be sent to him by the end of Fall 2012 semester.

Criterion 4 team will meet Dec. 4 to discuss proposed questions to the survey.

Criterion Four: Teaching and Learning---Evaluation and Improvement Meeting

Date: Tuesday, Nov. 13, 2012

Time: 3-4pm

Place: SM 169

Agenda:

1. Visit by HLC coordinator, Lori Baker, to answer questions about data collection, reporting data, and HLC timelines.
2. Criterion Four 'Table of Contents' for HLC report (see attachment). Discussion of Table content and format.