

HLC Steering Committee

Meeting Minutes

Fri., Feb. 8, 2013

8:45-10:00 a.m.

SC 206

Present: Lori Baker, Dan Baun, Betsy Desy, Alan Matzner, Beth Weatherby, Deb Kerkaert, Kathleen Ashe, Bill Mulso, Chris Hmielewski, Betty Roers, Will Thomas, Jan Loft, Raphael Onyeaghala, Doug Simon

Absent: Kyle Berndt, Scott Crowell

Agenda

- I. *Continued from last meeting -- Review of collated "Table of Contents" from April 2012, beginning with 3A*
 - A. *Updates from teams*
 - B. *Checking for overlap and brainstorming on additional sections*
 - C. *Brainstorming on data table needs*

The majority of the meeting with the exception of the last few minutes was spent reviewing the rest of the draft table of contents together, beginning with 3A. Because the criterion teams had constructed their tables of contents slightly differently, one point that was addressed was how or whether to use the actual core component language in the table of contents. It was decided that (at this point in the process) while the core component language does not need to be listed in the table of contents, it does need to be quoted within the actual chapters as teams start writing. Another question was raised as to whether teams need to provide only the links to other documents referenced in the chapters or if they need to drop the entire document into the chapter. Lori asked that they provide links only at this time.

In going through the rest of the table of contents, many ideas were brainstormed on and added to the lists of potential topics or examples. Clearly many topics and examples overlap and show up in multiple chapters. Deciding which ones to highlight and which ones to cross-reference to other chapters will have to be decided as the teams continue to write and we see how different aspects are being emphasized. The revised table of contents with all of the brainstormed additions will be put up in our D2L folder and on the t-drive.

A related question that emerged was that different committees on campus have differing methods for documenting their work. Some keep a log of decisions, others have public minutes, and others have internal minutes or notes. Lori will contact the HLC to see if there is a guideline for what is expected, and she will look to see if any other organization such as the AACU endorses any best practices.

- II. *Web site update*

Lori noted that she has updated the HLC site as much as she could at present and asked teams who might not have sent minutes of meetings to give her notes. Again (as noted under the previous discussion about committees across campus), the different criterion teams have varying levels of specificity in their minutes; that is fine, but it is important for these teams to provide some sort of notes. All of the teams are meeting regularly, even if the minutes available do not reflect that.

III. Brief update on survey roll-out and timing

The survey passed IRB. It should go live at the beginning of next week. Bill and Mike are working together to get the link to the appropriate audiences. Lori reminded the committee that this survey is not for students; the student survey will be coming out shortly after Alan is able to work out licensing issues with the survey software. In addition to the email notice on the campus listserv, Lori will announce the survey at SmSUFA and asked the committee to let her know any other meetings or groups she should remind.

IV. Brief update on College Now request, resources from Beth

Lori announced that she and Betsy have arranged to meet with Kim Guenther about College Now questions in a week and a half. Kim is working on gathering information before meeting, and Lori will forward the info to the Committee after that meeting. Lori also noted Beth has offered to be a resource for any team that needs her and has been forwarding different documents, such as the Institutional Profile that was created for presidential candidates, to Lori. Beth mentioned that another useful initiative that we should be sure to refer to in the appropriate chapters is the “High Impact Practices” research from AACU, part of the LEAP project. As a campus, especially with the LEP revision, we are already deeply involved in most of these practices and should note that.

V. Other

No “other” issues were noted.

VI. Next Meeting

March 1, 2013, 8:45 – 10:00, SC 206