

HLC Steering Committee
Minutes
March 16th, 2012

9:00 – 10:15
SC 206

Present: Betsy Desy, Corey Butler, Jan Loft, Beth Weatherby, Scott Crowell, Lori Baker, Raphael Onyeghala

Absent: Dan Baun, Alan Matzner, Doug Simon, Deb Kerkaert, Bill Mulso, Chris Hmielewski, Betty Roers, Kathleen Ashe, student representative

Guest: Marcy Olson

Agenda

- I. Marcy Olson presentation on Word basics that criterion teams should use as they draft chapters

Marcy provided two handouts on how to set up Word files to use “styles” and to create tables of contents. If criterion teams can do these two basic steps as they work on rough drafts of their chapters, this will help make the editing process more manageable later. Marcy stated that we should not scan any documents, as they are not searchable later. She also noted that reviewers are not required to pursue any external links, so teams should be careful about what they want to include in the chapters directly. She reminded everyone to back up their work in several locations so that nothing is lost if there are computer problems. The group looked at the change request that was completed over the summer using HLC’s newly-required format; this was one of the first submitted to HLC in this format, and the feedback from HLC was very positive. Teams can contact Marcy for any hands-on help needed. Marcy will also be going to the HLC conference at the end of March to gather ideas for public relations on campus pertaining to the HLC work and visit.

- II. FINAL version of criteria is published; review and discuss (Next meeting: teams should bring in basic table of contents for chapters after having a chance to review the revised criteria)

Lori quickly reviewed the new criteria, which had been distributed prior to the meeting. There were not many significant changes from the gamma/third version. There is an emphasis on evidence-based decision-making and being certain to link to the mission throughout. For the next meeting, all teams should bring a table of contents/outline of their chapter so that teams can compare what key points or areas are being brought up in different chapters. Teams should use the language of the core components to create the outline and can use the example tables of contents distributed at the previous meeting as examples.

- III. Report on Publicity Team meeting

Lori reported that she met with the Publicity Team (Bill Mulso, Marcy Olson, Jacob Speer, Staci Mulso, and Jim Tate). The group has lots of energy and ideas for what might be possible for public relations efforts on campus and in the community regarding the HLC visit, as well as ideas for the

web site and the self-study document design. It was at this meeting that Marcy was invited to come to today's Steering Committee meeting. The group brainstormed on internal and external audiences' needs and ways to reach them. This group will work over the summer to prepare PR-related materials.

IV. Assessment information

A. Update on the LEP Assessment planning session from Feb. 29th; reminder about the follow-up meeting for faculty and related staff (March 20, 4:00 – 5:30, upper BA/library plaza)

25-30 faculty attended the first LEP open workshop on assessment planning in the late afternoon on Feb. 29th; this was a good turn-out, especially considering the snowy day and that most schools around the area cancelled classes for the day. The faculty there were engaged in the task; Betsy and Lori heard nice comments about how useful the discussions were.

B. Mini-grants for assessment starting up again, awarded by the Committee on Institutional Assessment

The Provost has generously funded a budget for the Committee on Institutional Assessment (CIA) to award mini-grants yet this spring and summer. Funding for mini-grants is now built into the budget for next year. These assessment grants can also be used by Student Affairs staff. Grant applications are due in early April so that the CIA can review them and distribute them this spring.

V. Data and field research (surveys, focus groups, etc.) update

A. Senior Survey—possible revision and timelines for that

Any revisions will need to be done by July.

B. Review of any questions generated so far by teams

Criterion Group 2 has started to develop some survey questions related to the perception of how well the university represents things like costs, programs, etc.

VI. Criterion Team reports

All teams had essentially been awaiting the finalized criteria since the last Steering Committee meeting. The main issue during the part of the meeting was, given the approaching end of the semester, what should be next for the criterion teams? Lori asked that teams provide her with a summary of what they have been doing, to inform campus of everything that has been done this year in the teams. We can use this to branch into the broader involvement that will be needed next year from campus. It was suggested to create a standing item, "HLC Progress and Participation," on every meet and confer agenda; Beth would be able to report in with the various on-campus constituency groups in this way, with Lori attending as requested.

VII. Other

A. HLC has endorsed an approach to assessment called *Committing to Quality* published by the New Leadership Alliance for Student Learning and Accountability. These will be available for free at the HLC conference; folks going to the conference will try to pick up

some copies. The CIA had requested some copies in the mail; these have arrived and been distributed to CIA members.

B. The HLC conference will take place before the next Steering Committee meeting; we will have reports from the conference at our next meeting.

C. Beth reported that the HLC had made contact asking for our visit date requests. We have to propose several dates that they then choose from. Beth and Lori will work with Deb Mitlyng to review the academic calendar for 2013-2014 and run possible dates by the President. We are required to submit three options, two in our preferred semester (spring) and must submit one for fall semester.

VIII. Next Meeting: April 6th, 9:00 – 10:15, SC 206
Each criterion team should bring a rough draft of their table of contents for their criterion chapter