

HLC Steering Committee

Meeting Minutes

Fri., January 24, 2014

9:00-9:40 a.m.

SC 206

Present: Lori Baker, Kathleen Ashe, Jan Loft, Dan Baun, Betsy Desy, Lori Wynia, Will Thomas, Raphael Onyeaghala, Deb Kerkaert, Susan Jones

Absent: Beth Weatherby, Bill Mulso, Scott Crowell, Joshua Anderson, Chris Hmielewski, Alan Matzner, Doug Simon

Agenda

- I. Review how the first all-university conversation on Criterion 1 went*
- II. Consider any changes to format or approach to future all-university conversations on rest of the drafts*
- III. Reminder of all-university meeting dates*
 - January 16 – Criterion 1*
 - January 30 – Criterion 2*
 - February 13 – Criterion 3*
 - February 27 – Criterion 4*
 - March 27 – Criterion 5*

Agenda items I, II, and III were discussed simultaneously. Overall the committee felt the first all-university conversation went quite well. Approximately 40 people were in attendance despite the blizzard conditions. Discussion provided sensible, do-able suggestions. The format of talking first at tables seemed to work well. In order to ensure that all ideas mentioned at the table are brought forward, it was suggested that Mark (as facilitator of the discussion) ask each table to identify one person who would speak on behalf of the table and provide a summary. In this way perhaps people who don't want to speak up directly can still see their ideas represented. It was further suggested that we spread Steering Committee members in attendance around to each of the tables, and those committee members could potentially take on the role of reporting out for the table. Lori noted that we won't have tables at the final all-university conversation, as the tables are being used and set up elsewhere on the campus for a different function, but we can still follow the small group sharing model without tables.

Lori shared that Susan Jones had taken verbatim notes using shorthand at the discussion and had typed those up. Lori sent around a copy of these notes and said it was suggested that we could post these notes from the meeting online with the draft and summary sheet for those who were unable to attend. The Steering Committee felt that would be useful provided we take off the direct attribution of each comment made. Susan agreed to be present at the remaining all-university conversations and contribute the typed-up notes for each, so that there will be consistency in how notes are taken.

- IV. Update on chapter draft editing process so far*

Lori described the process of how each chapter draft has gone from the team to the Steering Committee, back to the team, to Lori for her edits, to the Provost and back to Lori, and then to the President and back to Lori, all before being posted online. It is quite an intensive process. She noted that the Criterion 3 draft is currently in both the Provost and President's hands and that she hopes to have those back next week in order to make their indicated revisions and post the chapter by approximately Feb. 1 or so, so that the campus community has time to read the draft before the Criterion 3 discussion on Feb. 13. The Criterion 3 draft still needs some additional information inserted. Lori does not anticipate making revisions based on the suggestions at the all-university conversations until the Criteria 4 and 5 drafts are ready, probably in early March.

- V. *Ongoing PR efforts and how/when to ratchet up*
 - A. *Lori met with AOS group on Dec. 19th; several are interested in how they can further contribute*
 - B. *Lori gave brief announcement at SmSUFA Professional Development Day*
 - C. *Story by Jim Tate on upcoming HLC visit and Lori's responsibilities in Jan. 18th Independent*
 - D. *All-university conversations have begun*
 - E. *Lori meeting with Student Association on Feb. 6th*
 - F. *Lori will arrange meeting with Residence Life staff (when?)*
 - G. *Other ideas?*

Lori shared the above list of PR efforts and asked for any advice or ideas on how and when to continue the roll-out. Several suggestions were made: be sure to meet with RHA in addition to RAs and Res Life staff; attend RA training before the start of fall semester; consider drafting a standard paragraph about the HLC visit that faculty can include on their syllabi in fall; work with the LEP 100 and 400 courses/faculty especially, as they are already discussing things like outcomes and assessment; and finally, just start asking around (much like the HLC reviewers might do when they come) questions regarding HLC to see who really does know what.

- VI. *Next Steering Committee meeting Friday, February 14th, 9:00 – 10:00 in SC 206 (will have held two more all-university discussions by then)*