

HLC Steering Committee

Meeting Minutes

Fri., Oct. 28, 2011

9:00 – 10:30 a.m.

SC 206

Present: Lori Baker, Chris Hmielewski, Dan Baun, Deb Kerkaert, Doug Simon, Betty Roers, Kathleen Ashe

Absent: Raphael Onyeaghala, Jan Loft, Corey Butler, Betsy Desy, Joe Stremcha, Beth Weatherby, Scott Crowell, Alan Matzner, Bill Mulso

Agenda

I. Self-Study Design draft revisions

Lori asked for feedback on the self-study design document. The group added a main goal for the self-study process: “Strengthen the institution’s overall effectiveness and serve the university’s diverse student body and regional constituencies.” The group agreed that this should be the first goal. In the discussion of audiences for the self-study, the group emphasized the inclusion of students and added “business constituencies” to the description of community members and added “other educational institutions.” One other change was to include a note that unions forwarded specific names for membership in the various HLC committees. The group also added in a line in the timeline that public relations efforts have begun this year. Lori will send out the revised draft for all to review one more time and will seek feedback from the Provost and President specifically. Before sending it to HLC, it would also be useful to have a more definitive list of the students who are actually attending the team meetings, as not all students listed are active in the process yet.

II. Criterion and federal compliance teams’ progress

- A. Minutes and other documentation gathering
- B. Comparison of data collection needed across teams

Lori requested that all teams send her the minutes from their meetings (or notify her with an email that minutes are available on the t-drive) so that she can post them on the HLC web site. Teams will include their agenda in their minutes, so agendas and minutes will not be separate postings for the teams the way they are for the Steering Committee on the web site.

Representatives from three of the teams gave brief reports. Criterion 1 has met. Their first meeting consisted of an orientation to HLC and to the work they will do, with a review of the beta version of Criterion 1. Betty and Doug provided a list of the brainstorming they had already done. They discussed how to get some information from the student perspective and are going to ask Scott Ewing about adding a question to the SAFAC budget requests so that each year, more specific information can be gathered about the community service that each student organization has done and what service is planned for the upcoming year. They noted that other criterion groups might want to consider that budget request form if other information is needed from student organizations.

Criterion 2 has met twice. In the first meeting, they had much the same orientation as Criterion 1 described. In the second meeting, they worked on defining terms used in their criterion description and at starting to develop a consensus of what types of materials they should be looking for and where to find them, with an example being university policies; while many of these are available on the university web site, departments and programs also have policies that will need to be gathered. They are meeting every two weeks.

Deb reported that she and Scott are looking at other universities' federal compliance sections and are compiling lists of what is needed for that team.

III. Data collection requests and tracking discussion

Lori and Dan reported that they had met, along with Shawn Hedman, to discuss the issues of how to track data collection and how to request specific data. MnWest is undergoing their HLC visit next week; they used D2L for their Steering Committee and subcommittees as a way to extend document collection and enable discussion as well. Dan said that training for D2L could be set up. All members of the university should have access to D2L in some form, as HR "classes" on HR policies are on D2L. Not all Steering Committee members are using D2L currently. Lori will request that Glenn Horky create D2L sections for the Steering Committee and for each team. All faculty, administrators, and staff members of the teams will be "instructors" on the D2L section so that they can all add documents, write announcements, etc.; student members of teams will remain student members in their committee D2L sites, however, as it is more difficult to change their access.

Lori shared a Word table she created based on ideas from the previous HLC conference, the discussion with Dan and Shawn, and a mock-up of a similar table from Betsy Desy that Betsy had been working on for her team. This table format would allow each team to track who is getting what information and from where. At issue is whether we could create a centralized version of the table so that all teams could see what the other teams were collecting. The group discussed whether or not the table could be put up on the HLC web site; the issue with that is keeping it up to date, as changes wouldn't be immediately available. It might be possible to put it on the t-drive where all teams could access and change it, though only one person

can edit/control a document at a time (team members would have to be careful to exit out of the document and make certain it is back up for others to use). The group also talked about adding a first column that was simply a running number, so that each request could have its own number (and not just number them based on the criterion and subcomponent). It was noted that if we keep such a document, HLC will be able to see how detailed our searches for information were, regardless of what data actually makes it way into formal appendices. Lori will email the table and put it on the t-drive for teams to start to use; we can consolidate the info from teams into one document/site if we decide to.

Lori also shared documents generated by the Criterion 4 committee, showing how they are tracking and numbering the data they need to collect by criterion subcomponent, and a different document ordered by type/location of data and what is needed from these different offices. Other teams might want to model their collection after these.

Dan talked about the difference between data we are able to collect on our own, such as looking at web sites for university polices, versus more specific data requests that will need to be culled by Alan or others. Dan and Alan are looking into methods for requesting this type of data; one possibility might be having a form on the web site to input requests; it might also work to simply email Alan.

IV. Physical resource room keys and document deposit notes

SS 218/220 was approved as the Accreditation resource room. Lori brought key request forms for those on the Steering Committee who need a key. A desk and bookshelves are in the room; more furniture is coming when Lori and Laura Bottin can go together into the storage spaces on campus and find appropriate items. Computer is ready and will be moved in soon.

Lori handed out "Document/Data Drop-off" slips; when bringing items over to the resource room, please fill out one of these slips and put the slip and item in the appropriate basket, so that Lori can file/place the items where they belong. Baskets for each criterion team and a basket for "other" are located on the tops of the bookshelves, and more blank slips will be placed by the baskets.

V. Update on T-drive and student access and printing issue (TRC space)

We will use the TRC space for student access to the t-drive and for students' printing needs related to the HLC teams' work. Please email Lori to tell her which students are indeed working on the committees and should have access to this resource.

VI. Other

A. The minutes from Sept. 30 were approved.

B. It was noted that we should also encourage/find graduate student representation on the teams, as currently there is none.

VII. Next Meeting: Nov. 18, 9:00 – 10:30 a.m., SC 206