

HLC Steering Committee

Meeting Minutes

Fri., Nov. 8, 2013

9:00-10:00 a.m.

SC 206

Present: Lori Baker, Beth Weatherby, Kathleen Ashe, Deb Kerkaert, Jan Loft, Alan Matzner, Lori Wynia, Raphael Onyeaghala

Absent: Will Thomas, Doug Simon, Scott Crowell, Dan Baun, Bill Mulso, Joshua Anderson, Chris Hmielewski, Betsy Desy

Agenda

I. Finish review of Criterion 2 Integrity: Ethical and Responsible Conduct

The discussion of the Criterion 2 draft continued from the previous week. Main points made during the discussion included the following:

- It would be helpful to enhance the record of policy reviews by adding the “reviewed date” under the presidential signature on policies that are reviewed but not actually revised, and also by adding a line about what actually changed from the previous version if changes are made. MnSCU mandates some system policy reviews on a rotation schedule for regular review.
- Even though the web master resigned, it would be good to include what he described as future plans to the Criterion 2 team.
- The SMSU Registrar and Registration office have been leaders in the MnSCU system in implementing changes such as the online catalog and making the DARS interactive; this should be highlighted.
- Add more description of the efforts related to the Office of Communications and Marketing.
- Add the Transfer Policy in the academic transfer section.
- Additional accreditations being sought include Nursing and possibly IACBE; NCATE is being explored. Add NACEP to the list as completed.
- The online directory requires faculty and staff to put up their own profiles but the extent of what is put up is not consistent.
- Add the fact that Internal Audit reports directly to the Board of Trustees, not the Chancellor, as another example of financial integrity.
- The Freedom of Expression procedure was revised in 2012 to designate a place for free expression without having to rent space from the University to do so.

II. Discussion of strengths and recommendations

The group read over the list of strengths and recommendations as Lori copied and pasted them from the chapter drafts so far or wrote draft versions according to the discussions in Steering Committee. These are placeholders for now; the Steering Committee will review them again and the language will be refined during the editing process. Lori asked for help with that language on the handout.

III. Update on revision process and timelines

Lori and Beth have met and discussed timelines for editing and for getting chapters to the President for her review and edit. The hope is to have Criterion 1 and 2 online by semester break for university community members to begin to read, with the remaining chapters going up as they can.

IV. Other

- A. Approval of minutes from 10-11-13*
- B. Upcoming presentation to Business Services and Financial Aid staff*

No objections were raised to the 10-11-13 minutes. Lori noted her upcoming presentation.

V. Next meeting Friday, November 15

- A. Criterion 5 draft sent to Steering Committee by Tuesday, Nov. 12*
- B. Full Steering Committee meeting on Nov. 15 to discuss draft; please bring a copy of your comments to give to the team, or email them before/after the meeting*