

HLC Steering Committee

Meeting Minutes

Fri., December 13, 2013

9:00-10:00 a.m.

SC 206

Present: Lori Baker, Betsy Desy, Scott Crowell, Kathleen Ashe, Beth Weatherby, Jan Loft, Lori Wynia, Bill Mulso, Will Thomas, Raphael Onyeaghala, Chris Hmielewski, Alan Matzner

Absent: Dan Baun, Deb Kerkaert, Doug Simon, Joshua Anderson

Agenda

I. Finalize plans for all-university meetings in spring on chapter drafts

Mark Fokken has agreed to facilitate all of the all-university conversations. This is especially generous as the conversations will be held during time he normally meets with the Forensics Team. Each criterion team should take the first 10-15 minutes of the meeting to provide a synopsis of the criterion components and findings. Mark will handle the Q&A, and the team and Lori will be present to answer questions. The goal is discover any issues and make sure information is accurate. Criterion teams might want to email Mark any notes about topics they think might arise and help him formulate any follow-up questions if there are specific issues they want to be sure get discussed. The issue of anonymity of responses was discussed, and the Steering Committee feels it is important that Lori and/or the teams are able to follow up with any comments, so we will not provide paper or other methods at the tables that gather anonymous feedback. The audience will also be reminded of the online feedback mechanism. Lori told the committee that Qualtrics will be used, so that the feedback funnels in through a database rather than into her email (if using a SouthwestNet form instead). The audience will also be reminded of the third party comment option which funnels directly to HLC over the summer.

Someone noted the importance of connecting the Strategic Planning process, as the committee has met and its work will intensify, with the HLC self-study, especially the strengths and recommendations in the self-study. The self-study should be used; it can serve as research for strategic planning.

II. Reminder of all-university meeting dates

- A. January 16 – Criterion 1*
- B. January 30 – Criterion 2*
- C. February 13 – Criterion 3*
- D. February 27 – Criterion 4*
- E. March 27 – Criterion 5*

Lori just asked that everyone remind their teams to attend and encourage attendance by all.

III. Update on chapter draft editing and plans for online feedback

Criterion 1 and the survey link are now up on the website. Lori and Beth meet with President Gores to receive her edits on the Criterion 2 draft today; the revision should be ready next week. Criterion 3 will be worked on over break. The topic outline of all chapters is also being updated and will be posted before break.

IV. Other

President Gores attended the LEC on Wednesday; she noted that when the HLC review team is here, we can actually ask them for advice, for example about the LEP outcomes. We should consider the review a conversation among peers.

Jan noted that the Deans are now ensuring that program reviews are posted on the t-drive. In this way, they are being archived.

Kathleen noted that the institution needs to think long-term about a repository for electronic documents, especially one that enables searching.

Lori mentioned that we need to begin to gather the Hospitality team and start work on those planning efforts in the spring. Bill said he will take the lead on those efforts.

Lori will meet with the Student Association in spring semester. The current Vice President graduates now, so a special election was taking place to replace him.

V. Next meeting Friday, January 24, 9:00 – 10:00 in SC 206