

## HLC Steering Committee

### Meeting Minutes

*Fri., Dec. 14, 2012*

*9:00 – 10:30 a.m.*

*SC 206*

Present: Lori Baker, Beth Weatherby, Betsy Desy, Alan Matzner, Kathleen Ashe, Betty Roers, Will Thomas, Jan Loft, Raphael Onyeaghala, Scott Crowell, Doug Simon, Deb Kerkaert, Bill Mulso, Chris Hmielewski

Absent: Dan Baun, Kyle Berndt

#### Agenda

*I. Review of timeline changes (most criterion teams have seen these but not all Steering Committee members)*

Lori briefly reviewed the revised timeline document, noting that this timeline begins with this fall of 2012 and that the previous timeline covering the previous years was accurate through this fall with the three exceptions noted at the top regarding chapter outlines instead of drafts last spring, the ongoing work on university assessment, and survey and other data collection continuing into this year. The main revisions to the timeline centered around the extension of our review into 2014-2015. In lieu of a full Steering Committee meeting in November, she had visited each of the criterion teams' meetings and had distributed the revised timeline there. She emphasized to each team that full chapter drafts will be due at the beginning of April. The surveys are extending into spring semester, so it is important that the criterion teams go ahead with drafting based on all of the evidence collected so far, and then they can take into consideration any relevant survey findings and add that discussion into the chapters. Our visit date for 2014-2015 should be announced to us by HLC in March. A request was made that Lori look for examples of self-studies that will be coming out based on the new criteria beginning in January and share those with the Steering Committee as she finds them.

*II. Discussion of the meeting schedule for spring semester*

*A. Meeting frequency might need to change*

*B. Currently scheduled for Jan. 18, Feb. 8, March 1, March 22, April 12, May 3*

Lori announced the meeting schedule for spring. We are scheduled to meet every three weeks but might need to meet more frequently depending on progress on the chapters. Because some faculty members on the committee will have class at 9:30 on Fridays, we agreed to move up our meeting time to 8:45 a.m. instead of 9:00, to give us some extra time before people have to leave. Lori noted that she thought a valuable activity to start off the spring semester meetings would be to return to the tables of contents that each team created at the end of last spring and see what, if any, changes teams are thinking of now that they have gathered more data and what overlaps we might see emerging across the teams' chapters.

*III. Who is attending the HLC conference in the spring (April 6-9)*

- A. Suggested from Steering Committee: Beth, Lori, Jan, Raphael, Betsy, Alan*
- B. Presenting a session at the conference (congrats!): Beth, Betsy, Jay Brown*

Missing from the list on the agenda is Scott Crowell, who will also attend the conference. Beth described the session that she, Betsy, and Jay Brown will present, titled "Catalyst for Change: A Scientific Design for Institutional Assessment." The session is based upon the flow chart that Jay helped create for the Committee on Institutional Assessment.

#### *IV. Brief update on Federal Compliance changes*

Lori noted that a new packet of materials regarding newly-adopted Federal Compliance policies was recently posted on the HLC web site. Lori, Deb, Scott, and Alan met earlier in the week to review the packet. Deb will be contacting the offices who need to be involved or provide additional information. Beth told Deb to let her know what she needs, as Beth likely knows where it all is if there are any questions. There is a draft of a credit hour policy that was going to Meet and Confer. This policy is based on the federal guideline for what a credit hour entails, and it is essentially required by HLC to have a policy in place, per their revised reviewers' guidelines.

#### *V. Revised survey draft*

- A. Review editing process and changes to this version*
- B. Send final comments to Lori by Monday night*

Lori, Beth, and Alan spoke to the editing process that had taken place over the course of several weeks since the criterion team leaders had met (in place of a full Steering Committee meeting in November) to review the first draft of questions put together by SMAC. After receiving written feedback from the criterion teams on the first draft, Lori collated all the comments and suggestions into a single document. She, Beth, and Alan met and went through the entire document and all of the suggestions. This version of the survey was distributed for the group to review.

Lori noted that during her, Beth's, and Alan's meeting, they realized how complex the student survey was, because the majority of the questions that had been drafted so far focused only on on-campus undergraduate students, but we need to also take into consideration graduate students and other categories of students like those who come into the 2+2 or College Now program. They decided to pull the student questions out of this survey tool at this time. Alan will do further research into what survey instruments are already in use with these specialized student audiences and will work with the questions already developed to also see where we might add them into existing surveys. There were a lot of good questions that we would like to use in an ongoing manner rather than simply use them one time only for this HLC-related purpose. It was clear that criterion teams had drafted the most questions for the students and that we really want to know what their perceptions are, so Lori and Alan emphasized that students will be surveyed, but we will take some more time to make sure we address all of the complexities. Alan will report back to the Steering Committee in January.

Some of these student-related issues affect the alumni section of the survey, but in that section, it affects how the screener questions are asked and in what order, to direct students to the appropriate question blocks. We will work with Mike Rich on how to approach that. Other aspects of the survey that were noted in discussion were that we tried to be purposeful in asking alumni and employers some similar questions, and also faculty and administration/staff, so that we can look at some comparisons of their answers. Lori asked that Steering Committee members review the draft one more time and provide any final feedback to her (and cc Beth and Alan) by Monday

night. She will make final revisions, and she and Alan will meet with Mike Rich Wednesday to give him the revisions and to discuss technical issues regarding the survey mechanism. Mike will put the questions into the online format. Ideally in early spring semester when everyone has returned to campus, we will test out the online format and make any last changes before it goes out to the different target audiences.

*VI. Other criterion team updates if needed*

No other updates were provided.

*VII. Other*

No other items.

*VIII. Next Meeting: January 18, 2013, 9:00 – 10:15, SC 206*