

HLC Steering Committee

Meeting Minutes

Fri., Dec. 9, 2011

9:00 – 9:45 a.m.

SC 206

Present: Lori Baker, Corey Butler, Betsy Desy, Beth Weatherby, Jan Loft, Doug Simon, Betty Roers, Kathleen Ashe, Scott Crowell, Raphael Onyeaghala, Deb Kerkaert, Alan Matzner

Absent: Dan Baun, Chris Hmielewski, Joe Stremcha, Bill Mulso

Agenda

I. Updates and discussion from criterion teams

Criterion 1 -- The team met last week again. They borrowed the template Betsy created for Team 4 and used it to make their own. They assigned core components to team members in order to start gathering documentation for each component. They complimented their team members, noting that every member had stepped up to the task and that they felt they had accomplished a lot during their meeting.

Criterion 2 – They met last Tuesday. They had previously divided out the core components among team members. Diana Holmes continues to work on gathering policies from across campus and is keeping a spreadsheet with those she had found. The team discussed the extent to which they should be gathering policies and decided that while they will collect and review policies from the department and program level, when it comes time to write the summary for the chapter, not everything that is gathered will necessarily go into the chapter. Jacob Tews, the student member of the team, presented his initial findings on 2B concerning the representation of the university to the public, especially to parents and students, and found most of that information to be easily accessible on the web site. David Paulsen is working on the freedom of expression component; while clear notices about freedom of expression can be found in the student handbook and the faculty union contract, it was not clearly found on the general SMSU web site, which might need to be addressed. Beth will look to see if the statement in the student handbook refers to MnSCU policy. Kathleen will be addressing the third subcomponent on governance issues at the next team meeting. The team discussed what they might present at Professional Development day for their team's progress report. Lori noted that the team is being evaluative as it goes through the documentation and noting what is not present as well as what is, and she asked how other teams are documenting /tracking the gaps they see and recommendations that are starting to emerge.

Criterion 3 – The team has not met in person since the last steering committee meeting but has conducted some work via email. They are converting the previous list of documentation for the core components to the new version of criteria. They drafted minutes from their previous meetings to post online. They had split up the work of researching the core components previously.

Criterion 4 – The team has met again. They have updated the documentation grid that they had previously created by adding a column to the end to note which other teams might need the documentation they have identified. Because Betsy is on both CIA and Criterion 4, she has created a

draft of how programs and departments can plan their assessments that is useful to both groups. Also, CIA members have created flow charts and grids that describe university assessment and the relationships between different entities on campus. LEP is also working towards a full assessment plan for their component and have a timeline for which LEP objectives will be measured each year.

Criterion 5 – Neither Bill nor Chris was able to attend today, but Bill spoke to Lori before the meeting to update her. The team has met and has started their documentation gathering. They had no questions for the group at this time.

II. Reports from criterion teams needed at Professional Development Day for faculty on Jan. 5th

Lori explained that the faculty's Professional Development Day when they return in January will center on assessment. Our HLC Steering Committee has been asked to provide an update on the criterion teams' efforts to date and our needs from the faculty. The faculty co-leader of each team will have 5-6 minutes to report on their team's progress on this day. Lori will ask one of the faculty members of Team 5 to report, since neither of the co-leaders of that team are faculty members. Beth suggested that the good progress of the groups like CIA and LEC be mentioned during the report or elsewhere during the day where most appropriate.

Lori asked what other groups besides faculty might appreciate or need an update on our HLC work. Beth suggested having brief updates at all-university meetings and at the various meet and confers.

III. Using D2L to create focus group and survey questions

Lori described how she had put up placeholder "surveys" using the survey function on D2L. She noted that the surveys she had created were meant to be complete or final yet; other criterion teams will likely think of other groups that they would like to survey and should put those up as well. This is just a starter list. Each team can go into the appropriate survey and add questions relevant to their team's needs. In this way, we can start to build the survey and focus group tools.

In addition, Lori posted under the Content link on D2L the parent survey done for the 2004 review. All teams are invited to look it over as an example and see what types of questions were asked. Lori hasn't located other electronic versions of previous surveys but believes Bill has the one done with community members last time. She can also look in the archives or email Mary Hickerson for those.

IV. Graduate student representation update

Lori has emailed Cori Ann Dahlager and the graduate directors of Business and Education to ask for advice on soliciting graduate students to join the teams.

V. Spring meeting schedule update

It has been determined that the 9:00 – 10:30 timeframe on Friday mornings will continue to work well for the Steering Committee to meet. Spring meeting dates tentatively are scheduled for Jan. 20, Feb. 17, March 16, April 6, and April 27th.

VI. HLC Conference planning update

The Provost and Deans will attend the HLC general conference. The President might attend one day. Lori will attend the Self-Study workshop and one day of the conference. Lori requested that one other steering committee member attend the self-study workshop. Given Betsy's role in accreditation, Lori and the Provost had determined that she should most likely be the committee member who attends.

VII. Other

Lori asked the teams to double-check the web site and let her know if she is missing any minutes that should be posted. She has been pulling them from the t-drive or emails.

Lori asked that the previous minutes be considered approved. In general, the approval process for steering committee minutes appears to be that Lori waits for feedback after emailing them out, but if hearing none, will post them to the web site. She can still make corrections and repost to the web site later if needed.

Alan noted that he has been going through the storyboards and assessment flow charts as part of his and Dan's ongoing work on how to best address the university's data needs, not only for HLC but beyond. The storyboards and flow charts have been very helpful. He noted that teams should keep in mind the amount of time it will take to sift through the data thoughtfully after collecting it.

VIII. Next Meeting: Jan. 20, 2012, 9:00 – 10:30, SC 206