

## HLC Steering Committee

### Meeting Minutes

*Fri., April 12, 2013*

*8:45-10:00 a.m.*

*SC 206*

Present: Lori Baker, Scott Crowell, Bill Mulso, Dan Baun, Betsy Desy, Alan Matzner, Kathleen Ashe, Betty Roers, Will Thomas, Jan Loft, Raphael Onyeaghala

Absent: Chris Hmielewski, Kyle Berndt, Beth Weatherby, Deb Kerkaert, Doug Simon

#### Agenda

##### *I. Updates from criterion teams on chapter draft progress*

All teams reported that team members are working on writing or adding to different components to the chapter and will meet in the next few weeks to consolidate their writing. Lori noted that in her writing for Team 2, the process of writing is helping to clarify what further questions and follow-up is needed, and that will likely be the case for most teams. Lori requested that teams' chapters be in to her by the end of April, in order to give her a few days to go through them and report back to the whole Steering Committee at the next meeting on May 3.

##### *II. Student survey review*

The response rate was strongest on the undergraduate on-campus survey. The distance and graduate student response rates were not as strong, but results can still be used to point to general directions and to guide further inquiry next year. Cori Ann Dahlager suggested that graduate students' home emails be used in future surveys rather than the SMSU email addresses. The committee discussed whether to extend the graduate and distance surveys by trying alternate email addresses, but decided to work with the data at hand and consider whether more focused surveys might be useful next year or in the future. The distance students already answer a survey from Distance Learning, and these results can be used as well.

Bill noted that the next step now that the student surveys are closed is to identify the winners of the gift cards. Alan can randomly select the winners. Lori will handle notification. The gift certificates will remain with the office assistant, Lu, so that students can easily find where to pick them up.

Betsy noted that at an HLC session with Susan Hatfield, Hatfield reviewed the best practices for dealing with data, and those included not massaging data to promote only a positive image and to report data that is truly reflective of the answers (with an example of reporting a mean if it is actually close to what the respondents indicated rather than using a mean when really, two opposite answers were given and the average isn't really an "average" response).

##### *III. HLC Conference ideas, information*

Each of the attendees present reported on several ideas they had heard at the conference. In some cases, it was reassuring to hear that we are following similar processes as other institutions. Highlights include the following: Jan has some ideas for Brittany Krull regarding retention and noted that other universities also struggle with a life-long learning goal. Raphael attended an

institutional change session and wondered what distance-learning bracket we are in. Since we had the online grad program review two summers ago, we are now accredited for up to 20% of our programs to be offered online. Lori reported on some PR ideas and on a session on federal compliance. We might need to check our new credit hour policy to see if it is complete enough for HLC preferences, although the HLC presenter was unable to provide any specific examples at this time; the presenter indicated that they look for guidelines for compressed formats of classes. Alan noted that sessions on retention often described devoting resources to initiatives. Betsy, Beth, and Jay Brown's session was well attended, with 100 participants and people asking for copies of their presentation.

*IV. Other*

Lori mentioned to Bill that they should plan a meeting to review the PR efforts. Bill suggested after graduation.

Scott asked about whether some reports that are only in print need to be/should be scanned. It will depend on whether they are used in the self-study directly (and if so, they need to be searchable) or if they can be paper-only copies available in the resource room.

*V. Next Meeting: May 3, 2013, 8:45 – 10:00, SC 206*