

# HLC Steering Committee

## Meeting Minutes

*Fri., April 18, 2014*

*9:00-10:00 a.m.*

*SC 206*

Present: Lori Baker, Jan Loft, Dan Baun, Betsy Desy, Lori Wynia, Will Thomas, Raphael Onyeaghala, Deb Kerkaert, Susan Jones, Alan Matzner, Doug Simon

Absent: Kathleen Ashe, Beth Weatherby, Bill Mulso, Scott Crowell, student representative, Chris Hmielewski

### Agenda

#### *I. Information/ideas from the HLC conference*

Betsy and Raphael shared information from the conference. Betsy described a session given by HLC regarding dual credit. It was very well attended. She shared HLC's definition of dual credit (which does not make a distinction regarding where or how the credit-bearing course is delivered) and noted that HLC updated their policy in April by adding a statement regarding the transfer of dual credit courses. Raphael reported meeting our new HLC liaison and inquiring about how the MnSCU Metro Plan might be interpreted in terms of needing substantive change requests or notification and the complexities with defining "location" depending on where a course or program is delivered and what the agreements might end up being. Beth might have items to share when she returns from her MnSCU meeting.

#### *II. Recap of all-University conversations and revision suggestions*

Lori B. noted that overall the five conversations went well. The same core of people attended each, and people were serious and helpful with their comments. Everything was quite constructive. The first criterion garnered the most online feedback, which diminished as the semester went on. There was no online feedback for Criterion 5. All feedback was helpful, though there were no major revisions or disagreements indicated; primarily the feedback consisted of adding more information, strengthening the language or stance in some cases, and surface-level editing. The conversations accomplished their purpose of providing an open forum and establishing initial understanding of the criteria and the self-study.

#### *III. Help with collecting documentation for criterion chapters: team co-chairs please scan through the draft and see if documents are in t-drive wherever a link is mentioned (complete by May 2)*

Lori requested that the criterion team leaders review the draft and do an "accounting" of the documentation noted in each draft. The drafts may have changed substantially since last May when they were first submitted; additional documentation has been listed. Lori needs to know if the documentation is located in the t-drive, somewhere else where she can get it, or needs to be omitted if not actually available. This accounting needs to occur by May 2, so that Lori and Marcy can begin assembling the final version with hard links and can create any electronic filing cabinet for optional (not linked within the self-study itself) documents. Jan asked about program reviews that have yet to wrap up and about policy reviews that are ongoing. Lori asked that the Deans continue to file the program reviews and external reviewers' reports in the t-drive as they come in. A list of policy reviews that are completed or in process should be complete by the end of May or first week in June for inclusion in the self-study, and we will create an updated list for when the review team arrives in October.

*IV. HLC required student survey information*

Lori shared with the committee that as of September 2014, HLC will require all schools undergoing a comprehensive visit to conduct a student survey provided by HLC. HLC will contact the schools 3 months prior and provide a link to the survey. The survey is open for ten days, and results are sent to the university and to the reviewers one month prior to the visit. There was concern voiced about the timing of this survey given our visit date and that it would occur right at the beginning of the semester. Lori said that the information on the survey is located under the "Pathways" links but we are still in the PEAQ process, so confirming the survey is an additional item to check with the liaison about. However, the policy is clear that it will be conducted for all comprehensive visits, and that is what we are having, regardless of the PEAQ/Pathways model. Lori assumes that one rationale for requiring the survey is that not all schools conduct their own student survey such as we did or take part in the NSSE like we do. She distributed the sample questions, and many of them resemble questions we asked on our survey.

*V. E-resources update – links in draft vs electronic filing cabinet*

Lori and Dan met to discuss the ongoing e-resources and links issue. Dan had shared the HLC instructions with several staff members. In looking at models, every university had done it differently (some have external links located in the PDF self-study; some require logins to access info; some have neither). Beth might have asked the liaison about this. Dan noted that some of the required materials might need to be captured from the web version they now exist in (such as the student handbook) and put into a single PDF. Lori will share the list of required materials with Marcy and check with her about that.

*VI. Update on chapter draft editing and introductory materials, summer timeline*

Lori welcomed any suggestions about editing and revising deadlines. She and Marcy plan to meet in the next week, now that inauguration is over. The full version really needs to be complete by the end of May or early June in order for all of the editing/linking work to be complete and to call for third party comment.

*VII. Next all-Steering Committee meeting Friday, May 2, 9:00 – 10:00 in SC 206 (any plan for Friday, April 25?)*

Lori noted that the PR and hospitality group cannot meet next Friday morning but will meet before May 2, in order to present a PR and HLC education plan for fall to the Steering Committee on the 2<sup>nd</sup>.

**NO meeting on April 25.** Lori might email revisions or introductory material before May 2 depending on what she is able to finish before then.

Agenda items for the May 2 meeting include reviewing the PR plan, discussing the plan and timeline for third party comment, reviewing any revisions, and discussing hospitality and any other planning needed for fall.

*VIII. Other*

Lori met with Lori W, Raphael, and Jan and discussed how distance learning will be evaluated when the reviewers are onsite. One reviewer is tasked with evaluating distance learning across all of the criteria, using a specific list from HLC.