

## HLC Steering Committee

### Meeting Minutes

*Fri., August 30, 2013*

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

*SC 206*

Present: Lori Baker, Beth Weatherby, Scott Crowell, Bill Mulso, Dan Baun, Alan Matzner, Kathleen Ashe, Raphael Onyeaghala, Joshua Anderson, Lori Wynia, Doug Simon

Absent: Jan Loft, Deb Kerkaert, Chris Hmielewski, Betsy Desy, Will Thomas

Guests: President Connie Gores, Susan Jones

#### Agenda

Lori Baker introduced Lori Wynia as Betty Roers' replacement on the Steering Committee to represent Distance Learning. Lori will provide the needed perspective regarding Distance Learning but will not, at this late date, serve as a co-chair on a criterion team. Susan Jones is joining Criterion Team 1: Mission and will help Doug Simon co-chair. She will attend Steering Committee meetings as needed in that co-chair role to represent what the Criterion 1 team is working on. Lori B. introduced Joshua Anderson, the new Student Government president, replacing Kyle Berndt.

#### *I. Remarks from President Gores*

The President thanked the Steering Committee and their teams for all of the work they doing; she noted that HLC reviewers recognize the great efforts that these committees make. President Gores reviewed her own accreditation background and said she has served as an HLC reviewer as recently as early August. She emphasized the importance of demonstrating to HLC that we are learning along the way and applying what we learn. Doing what we say we do is key, and it is important we identify our own issues. The reviewers will be looking closely at our last review and progress reports. The President urged the committee to set early deadlines for feedback.

#### *II. Update on summer work and 2013-2014 schedule*

Lori B. noted that her tentative summer work plan changed from what was described in May. She read the drafts of criterion chapters that were submitted, but rather than begin editing without the team members, she felt it more prudent to work on the introductory chapters (overview of the university, changes since the last review, response to the last review, and description of the process to create the self-study). Some of what is in the introduction might need to move to the Mission chapter, for example, or vice versa.

#### *III. Options for the Steering Committee's work reviewing and editing chapters*

##### *A. Similarities between Option A and Option B*

- 1. Schedule of criteria chapters; does not mean teams aren't working on them or consulting with Lori during other time frames, just prioritization for discussion*

2. *Deadline for distributing chapters, easiest method for doing so, and responsibility*
- B. *Differences between Option A and Option B*
  1. *Steering Committee review of revisions (want it? Electronic or in-person?)*
  2. *Work time on some Fridays rather than full meetings*
- C. *If Option A -- Ideas for alternate Fridays—be all together? Work time for team leaders? Time to confer with Lori? Meet in SC 206 with laptops?*
- D. *Add in November 15<sup>th</sup>?*
- E. *Order of criterion review OK?*
- F. *Other ideas? Decision?*

Lori distributed two possible schedules for the Steering Committee meetings and review of chapter drafts. She reviewed the options for how the Steering Committee might approach the review of chapter drafts, all with the primary goal of complete drafts by November in order to post them online. The Steering Committee opted to follow Option A, meeting every other week once chapter draft reviews begin, but changing the proposed schedule so that each chapter draft is sent out to the full committee by the Tuesday prior to the Friday meeting. The co-chairs are responsible for distributing their chapter draft (unless they contact Lori and ask her to do it for them). The Committee voted to add November 15<sup>th</sup> back into the schedule, and will possibly postpone the November 8<sup>th</sup> meeting. On the off-weeks when there is no full committee meeting, Lori will meet with the criterion team whose chapter is up next and will otherwise be available in SC 206 during the meeting time should anyone want to meet with her. Lori emphasized that while the schedule helps her prioritize what material to work on, she is available to meet with any of the teams as their work is ongoing with completing and then revising the chapters.

Lori then distributed three documents: a draft of the introduction that describes the university, a list of changes since the 2004 visit (organized around administrative, academic, facilities, and community partnerships categories), and an outline of the issues that were brought up as concerns in the 2004 review. Beth said that she would take the changes list and the outline of issues to Cabinet for suggestions about additions. Lori asked the full Committee to read the Introduction for the next Steering Committee meeting and to bring suggestions to the meeting, as the primary agenda item will be to discuss the draft. She also asked everyone to bring or send her their notes on other changes.

#### *IV. Revisit e-resources, resource room needs/plans*

For now, the resource room remains SS 218/220, until materials need to be moved to the room the review team will use when they visit. It was suggested that we ask for SC 206, our Steering Committee meeting room, to be the resource room for the review team, as it is a central location, has a sink, is located by the Heritage Gallery, and should be large enough. Lori will check with Scheduling and find out about computer access if more than one wired connection is needed. The plan for e-resources needs to be refined, as the t-drive isn't accessible for the reviewers in the 8 weeks before they visit.

#### *V. Other*

Lori, Alan, and Marcy Olson will meet to develop a plan for formatting of visuals in the document.

#### *VI. Next meeting Friday, Sept. 6; please review draft of introduction overview*

**ADOPTED**  
**Option A -- ~~Proposed~~ HLC Steering Committee Work Schedule, Fall 2014**

*(Allows a few meeting times to be used by team leaders or as needed to check in with Lori; full SC review of any revisions not accounted for directly but could be managed electronically if needed)*

**TUESDAY**

Criterion team leaders will distribute drafts of criterion chapters no later than the ~~Wednesday~~ before the Steering Committee meeting set aside to discuss them.

Friday 9:00 – 10:00 Steering Committee time	Area of emphasis for Lori's review and working with teams
8/30 <i>Full group meeting</i> Remarks from Dr. Gores; review of timeline; process for editing chapters; distribute self-study introduction overview draft	
9/6 <i>Full group meeting</i> Discuss introduction overview draft; group work time	9/3 thru 9/12 meet with ALL criterion team leaders to touch base; Work with Criterion 1
9/13 <i>Full group meeting</i> Review Criterion 1 draft	
9/20 Work time/ Crit 4 meet with Lori	9/16 thru 9/25 Work with Criterion 4 (note: Lori gone Sept. 14-18)
9/27 <i>Full group meeting</i> Review Criterion 4 draft	
10/4 Work time/ Crit 3 meet with Lori	9/30 thru 10/9 Work with Criterion 3
10/11 <i>Full group meeting</i> Review Criterion 3 draft	
10/25 <i>Full group meeting</i> Review Criterion 2 draft	10/14 thru 10/23 Work with Criterion 2 (note: Lori gone Oct. 17-20)
11/1 Work time/ Crit 5 meet with Lori	10/25 thru 11/6 Work with Criterion 5
<b>TENTATIVE</b> 11/8 <i>Full group meeting</i> Review Criterion 5 draft	
<b>ADDED</b> 11/15 <i>As work time/Federal Compliance mtg</i>	11/12 thru 11/20 Work with Federal Compliance team
11/22 <i>Full group meeting</i> Federal Compliance section discussion	
12/13 <i>Full group meeting</i> Finalizing process/plans for the all-university meetings	

