

HLC Steering Committee Minutes

August 31st, 2012

9:00 – 10:15

SC 206

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

I. New visit date of 2014---2015 rather than March of 2014

We will have to wait for HLC to follow their process for selection of a new date now that the visit has been postponed until 2014-2015. We are hoping for our first choice of a fall date rather than spring, as Pres. Wood mentioned at the all-university meeting. Though the visit has been postponed, our timelines essentially remain the same. Previously HLC was going to visit at the end of March and the first few days of April; now, if they come at the end of September or beginning of October, essentially that is not a substantial shift in terms of our preparations. The later date allows the new president to come on board and make suggestions in the document. The self-study will still need to be finalized approximately 8 weeks before the visit, so it will need to be ready to go at the beginning of fall semester of 2014 for our preferred visit date.

II. Updates on criterion team membership for 2012---2013 (any new members needed? Student representation?)

The group looked at the web site and noted which members listed on the site are not returning this year (due to sabbaticals, other commitments, or graduation of students). Lori will contact SmSUFA to put out a call for replacements from faculty. Lori spoke with Kyle Berndt, the current student body president, in August about the process for replacing student members. Kyle thought the nomination process used originally was good, and suggested we use that process again. Lori reminded the body that anyone—administrators, faculty, staff, students—can nominate students to serve. Lori will revise the call and distribute it. We are especially interested in trying to ensure diversity across the groups and encouraging membership from different campus populations, such as international students, off-campus students, and from the different colleges. Lori will revise the web site to take off the names of faculty and students who are no longer serving on the teams, and she will change Corey Butler's name to Will Thomas, as Will has taken over as co-chair of the LEC since Corey's term expired in May.

III. Student representation—plan for another nomination process if needed

This aspect was addressed in the discussion of item II on the agenda. Lori will ask Kyle to join the Criterion III team if it works with his schedule.

IV. Student Affairs updates

A. Professional Development day with VP Connie Gores from Winona

Scott reported on the August 9th professional development day he held for the MSUAASF staff. The focus of the day was on assessment in Student Affairs. Connie Gores, the VP of Student Affairs at Winona and a peer reviewer for HLC, presented. She started with the basics of what is HLC and what is assessment, and why and how to do assessment. Scott provided an excerpt from Connie's PowerPoint presentation that describes their assessment planning process. Over lunch, Connie met with members from the Steering Committee who could make it to speak with us about our process so far. In the afternoon, the group worked on their goals and objectives. Scott provided a template from Sacramento State that he was given permission to use. The Provost would like other areas to use this same template. After going through the form, he also handed out examples of various areas from Sacramento to the different groups.

B. SA assessment plan

The use of the template across all of the areas becomes the overall assessment plan for Student Affairs. Scott handed out the Student Affairs assessment plan with the templates that SA areas will fill in. Jan asked for clarification that all areas involved in Student Affairs, for example, Access and Opportunity Office, will use the Sacramento template and send that in to Scott's office and not through the Deans? Scott answered that 21 areas report to him, so those would all be included, and that Beth would like the other areas like Finance and Administration to use the template as well. Betsy asked if there had been consideration of whether the reports would be posted or shared. Scott answered that they probably would not be on the web page but gathered and available for others to see. Scott noted that the reporting process based on the template was going functional right now; though a report from each area won't be in until the end of the fiscal year, the work is ongoing. He is having a meeting mid-semester to see how everyone is doing and answer questions; in addition, the student services group meets every third week, and one-half of that meeting will be dedicated to these assessment issues. Dan noted that IT also has a similar template approach for assessment within their area. Scott remarked that the staff feel very positive about the assessment process now; they are already doing it and can see how to fold it in to this regular reporting method. Lori commented that she likes the "Points of Pride" aspect on the template and that it is important to draw from those for the self-study.

V. Review of where we left off at end of spring and where to go from here

A. Data and field research (surveys, focus groups, etc.)

1. Convene working group to address needs and methods

Lori did not convene a working group in the summer regarding survey and focus group needs; instead, she worked with Will and Betsy to organize the Professional Development Day for faculty. A working group is still needed to establish methods for any needed surveys and focus groups to run this fall. Alan noted that he and Pat Carmody worked on the Senior Survey and shortened it but it could still be modified if needed. Betty had mentioned that they run a survey about distance education out of her office. Will asked if someone could serve as a clearinghouse for these surveys, so that there is a point person for the criterion groups to approach. Essentially, Alan is this person. Dan suggested we could put a folder on the t-drive with the high level order of questions on surveys so that we can see what is being asked in different instruments already.

2. Deadlines for criterion groups to submit questions or requests

Lori suggested the following timeline:

- Criterion team leaders report what survey or focus group questions they need at our next Steering Committee meeting on Sept. 21
- The working group uses that to shape the survey and focus group questions and methods and bring drafts of the instruments to the following Steering Committee meeting on Oct. 12 for any revision and approval
- Depending on what comes in by Sept. 21, set a second mid-point deadline for any questions from the criterion groups to be included in the working groups drafts, provided they have enough time to accommodate changes
- Run the surveys and focus groups yet in fall semester
- Criterion teams use the data to add to their analysis in their self-study chapters in the spring

The group agreed to enact this plan.

B. Assessment plans for this fall

In addition the Student Affairs assessment work already described above, Lori asked Betsy and Will to report on the academic assessment work. Betsy noted that she had t-drive folders created for all departments and programs to upload their assessment materials as indicated by a checklist she had created. She has created a spreadsheet to see at a glance who has what materials. There were some questions about how the t-drive functions and if we need to create separate folders within the Steering Committee and criterion team folders to start to keep some of the broader Steering Committee documents in their own location. Lori will meet with Dan and Glenn Horky to sort this out.

VI. Other

A. Betsy would like to meet with the Criterion III group to decide which group (III or IV) is doing what, to avoid duplication of effort since both criteria factor heavily on assessment.

B. Lori contacted our new liaison, Dr. Tim Gallimore, to ask a question that was coming up from departments about how many years' worth of syllabi they needed to gather for the resource room. Dr. Gallimore felt that two years' worth would be sufficient for the resource room provided that departments had the ability to go back further upon request of any reviewers should they see something they would like to ask about. In her email to Dr. Gallimore, Lori had noted the IFO/MnSCU distinction between syllabi and course outlines. Requests for syllabi for the HLC team to review will be made with respect for faculty's intellectual property. It might be possible that for some classes, the course outlines already gathered for MnSCU transfer processes might be sufficient. Course outlines or syllabi must show how the course meets the learning outcomes for that course.

C. Lori had a meeting with Beth, Bill, and Marcy Olson this summer to review PR materials. Marcy has created an entire campaign that we will roll out either in January or next fall to help heighten awareness of the HLC visit and our own mission.

D. Lori reminded the group about SS 218/220 and that any materials for the resource room should go there. So many materials are digital rather than print, but it is still good to start gathering things now. We will revisit any scanning issues if we need to depending on what comes forward.

VII. Next Meeting: Sept. 21, 2012, 9:00 – 10:15, SC 206