

# HLC Steering Committee

## Meeting Minutes

*Fri., September 26, 2014*

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

*SC 206*

Present: Lori Baker, Beth Weatherby, Kathleen Ashe, Dan Baun, Jan Loft, Betsy Desy, Doug Simon, Lori Wynia, Bill Mulso, Alan Matzner, Deb Kerkaert, , Will Thomas, Rachael Posusta

Absent: Scott Crowell, Raphael Onyeaghala, Chris Hmielewski

### Agenda

#### *I. Tentative schedule for Oct 20-22 –revisions to date*

Revisions so far include removing the Steering Committee from the meeting agenda, likely moving the Extended Learning group meeting an hour later, adding in a video call with the Board of Trustees member on Monday, pushing back the Federal Compliance group meeting an hour, adding a meeting with SmSUFA Exec (time to be determined), and a request from IT to have some time with the reviewers when they first get to campus at some point to make sure their access is working well. Lori noted that the peer review team chair is working with her team to determine all of the additional meetings they would like to arrange and will be back in touch in a week or so.

#### *II. List of what needs to be updated since July for reviewers –clarify who is getting what to Lori and by when*

Lori revisited the list of materials that will need to be updated or added to the Resource Room and went through the list with the committee asking for details about who would getting her the information and providing a deadline.

#### *III. Phone list for resource room/Lori*

A sheet was sent around to collect contact information from all of the committee members for their offices and for Lori to be able to get in touch with them directly as needed. She will be creating a separate phone/contact list for the Resource Room itself.

#### *IV. Tabling and t-shirt plan*

- A. WILL table two weeks before; sign up*
- B. Plinko Board ideas*
- C. T-shirts*

Committee members signed up for time slots to work at the information table in the Student Center for the two weeks before the visit over the lunch hours. Lori has the Plinko Board from the Alumni office and will adapt it for HLC questions. In addition to the previous giveaways, we now have small screen wipes that stick to the back of phones and come on a business card with HLC info on it. T-shirts with the "I AM SMSU" logo and "Ask Me about HLC" on them have been ordered; everyone who works at the table will receive one, and we will have just a couple extras to give away or have folks wear as needed.

#### *V. Student outreach*

- A. Lori's outreach with students includes LEP 100 sections; University Experience sections; Student Association; Student Athlete Advisory Committee; Writing Center staff meeting*
- B. Student open session and extended learning students' session*

Lori reviewed the upcoming planned meetings with different student groups so far. In addition, a handout for faculty to put up on their overhead displays will be distributed, in an effort to get students to the open student session. Lori met with Raphael, Lori W., Mary Risacher (2+2 coordinator), Laurie Jo Johansen (Nursing), and Cori Ann Dahlager (Grad Director) to discuss best options for trying to get some distance students in a session with peer reviewers. The group decided a conference phone call would work best, as the students use only D2L and no other forms of media for class, and many will still be working or on the way home from work before 5:30, provided the call does not get unwieldy with too many on the line. A conference call could be scheduled to run concurrently with the open on-campus student session. Lori has passed on this proposed session to the peer review team chair for the team's consideration.

Lori also mentioned the staff open session time and that she will be working on raising awareness for this session as well. Faculty have been informed about the noon meeting time for their group. Deb K provided contact names for bargaining unit heads for Lori to check in with.

*VI. Share mock interview questions from CIA meeting*

Lori shared with the group a list of questions she prepared for the recent CIA meeting, to help them understand the types of things that the peer reviewers are likely to ask about. She thought it might be useful for the Steering Committee members to consider something similar within their areas, and she will share the list with other committee chairs.

*VII. Resource room ideas – plan for furniture, supplies, display, documents, timing for setting up*

Lori, Bill, and Mike VanDrehle met to discuss the resource room arrangements. Bill and Mike will bring over the comfortable office chairs from the McFarland Building. The committee discussed how to arrange the room for the technology and display needs as well as the work space needs of the reviewers.

*VIII. Other*

During the past week, the University received notice of a new approach to the Federal Compliance portion of the review. HLC is instituting a new process in which an external panel reviews the federal compliance report off-site in the month before the visit. They send their review and recommendations for follow-up to the on-site reviewers. The external panel will be in touch asking for additional materials. This will happen soon, as we are already under a month away from the onsite visit itself.

*IX. No meeting next Friday, Oct. 3 for Fall Break; plan on next meeting as Friday, Oct. 10th, 9:00 – 10:00 SC 206 unless otherwise notified*