

HLC Steering Committee

Meeting Minutes

Fri., September 27, 2013

9:00-10:00 a.m.

SC 206

Present: Lori Baker, Bill Mulso, Doug Simon, Scott Crowell, Jan Loft, Dan Baun, Alan Matzner, Lori Wynia, Betsy Desy, Raphael Onyeaghala, Chris Hmielewski

Absent: Beth Weatherby, Joshua Anderson, Kathleen Ashe, Deb Kerkaert, Will Thomas

Agenda

I. SC 206 for review team – timing, needs

Lori B. announced she had reserved SC 206 for the week before and 3 days after the HLC visit. The room has a phone jack and one hardwired internet connection, possibly two. She wondered if a wired internet connection would be needed for a printer, as there needs to be a printer in the room. Dan suggested he and Lori meet later in the fall to discuss other needs and check on what is possible with the room wiring.

II. Review of Criterion 4 Teaching and Learning: Evaluation and Improvement chapter draft

Though Will couldn't be here today, Will, Betsy, and Lori (in their roles as LEC co-chair, Assessment Coordinator, and Self-Study director) had met and plan to meet weekly through October to identify the overlaps between Criteria 3 and 4 and where key information should be located in the self-study. Betsy asked the committee for ideas with certain sections of Criterion 4 that her team was having difficulty locating or identifying. These issues and the committee's suggestions included the following:

- A question of which source of data to use, especially data that does not originate from Alan's Data Management office; as much as possible, we need to use a consistent source of data
- Program review history and archiving (or lack of previous archiving) procedure
- Whether data regarding College Now prior to 2004 is needed or easy to retrieve; we will focus on 2004-on, as this not only is the time since the last accreditation visit but also a time of significant growth for the program
- How to measure and define "success" in 4A6; we have a holistic perspective on success and thus need to look not only at employment statistics but other measures, and need to define how the university evaluates success; could look to MnSCU requirements for this as well, but need to focus on the perspective inherent in our mission
- Need a fuller history of retention, persistence, and completion prior to the last several years' work of the Office of Student Success
- Language on the web site list of "programs" needs to be used carefully, as the use of "programs" there is not the same as what is meant by "programs" in the HLC criteria
- Emphasize the arc of improvement in several key areas over time since the last review by providing a history of what has led to shifts in recent years, especially regarding assessment

A broader question related to all chapters was at what point and how will we go about making sure links are correct and working? Lori B. replied that she does not anticipate that the initial chapter drafts going up in the fall will be complete with links; they will note where a link is intended. However, creating the actual links and testing the document will be a lengthy, on-going task in spring.

Raphael asked for some suggestions about several Criterion 3 subcomponents, in advance of Criterion 3's chapter being reviewed next.

III. Revision process and timelines: what works best now that we have gone through a couple chapter drafts?

Time ran out for an in-depth discussion, but Lori B. noted that now that we have been through a couple of chapters, it is important to consider how and when the revisions of those chapters will come forward. The committee had agreed earlier to circulate them via email, but it will be up to the teams to have a "background deadline" for doing so in order to ensure a revised draft is ready to be put up online in November.

IV. Other

A. Minutes from 8-30

Lori B. asked for consensus about the minutes but will wait to hear back from the President's office before posting them. She asked the committee to review the 9-6 minutes and let her know of any additions or corrections.

B. PR updates

Lori B. announced she had given an update on HLC progress at SmSUFA Meet and Confer, and that she had been on a different radio broadcast out of Worthington, MN, on Thursday. Bill noted that icons on the bottom of the agendas are out of order, so Lori will fix those to reflect the "I AM" order.

V. Next meeting Friday, October 11

A. Lori meeting with Criterion 3 team on Fri., Oct. 4

B. Criterion 3 draft sent to Steering Committee by Tuesday, Oct. 8

C. Full Steering Committee meeting on Oct. 11 to discuss draft; please bring a copy of your comments to give to the team, or email them before/after the meeting