

HLC Steering Committee

Meeting Minutes

Fri., Sept. 30, 2011

9:00 – 10:30 a.m.

Upper CC

Present: Lori Baker, Dan Baun, Bill Mulso, Chris Hmielewski, Betsy Desy, Kathleen Ashe, Joe Stremcha, Betty Roers, Doug Simon, Corey Butler, Jan Loft, Raphael Onyeaghala, Scott Crowell

Absent: Alan Matzner Beth Weatherby, Deb Kerkaert

Agenda

I. Self-Study Design draft

Lori handed out drafts of the self-study design document that will eventually be sent to our HLC liaison for review and advice. She asked the Steering Committee members to review it before the next meeting and send her any notes on revisions. She mentioned that most of the material in the draft came from the Steering Committee's previous spring meetings, and that a cover memo on the draft describes more specifically the types of feedback that would be helpful. She will project the draft and any suggested changes at the next Steering Committee meeting for the whole group to further refine so that it can be sent in.

II. Resource room location –update

SS 218/220 is before the Space Committee and likely will become the HLC Accreditation office. Lori will bring key request forms to the next meeting for those members of the Steering Committee who need a key for that space. The room will have a desk, computer, bookshelves, and hopefully a small table and 4-5 chairs for small meetings/collaborative work.

III. T-drive and student access issue

All criterion team members and federal compliance team members should now have access to the T-drive folder for their working group. The only exception is that student members of these teams will need to have a designated space for access. If the students work on campus or with student government, those office computers can be set up for them to use. Dan Baun will explore this more; he suggested setting up the computers in the Technology Resource Center and in the HLC Accreditation office, once it is established. Criterion team leaders were asked to ask their student members if they work in offices on campus where they could also get access.

IV. Story-board/brainstorming activity on criteria and research methods

Steering Committee members spent the majority of the meeting in this story-boarding activity. The two Steering Committee leaders for each criterion team had met before the meeting and brainstormed on what resources and information would be needed for their criterion. This brainstorming was printed on sheets of paper that were taped to the walls in the upper conference center area. Each criterion was color-coded. All Steering Committee members then read through each criterion and added their own thoughts. Further, if the ideas appeared to cross-reference a different criterion, they were written on color-coded sticky note so that potential overlap could be made obvious.

Lori took the posters for Criteria 1, 2, 3, and 5 and will type up the additions and cross-references; Betsy took the poster for Criterion 4 and will do the same. These will be posted on the t-drive for the teams to access. The group as a whole felt that the activity today was useful in seeing the big picture. Lori reminded the group of the criterion teams' overall deadline of having draft material by the end of spring semester, and suggested this meant that the teams would need to have all of their materials and data gathered by February or March in order to leave time for analysis and writing.

In the discussion following the story-boarding, concerns about unnecessary doubling-up on research and gathering information were voiced. Lori will explore how other schools handle the "requests for information" (RFI) and touch base with Dan and Alan.

Each criterion team should meet before the next Steering Committee meeting. At those criterion team meetings, it would be useful if each team had a sense of what type of research they will need to do beyond document-mining, for example, if any focus groups, surveys, or other queries for information that might be needed, and to pinpoint from whom this info would need to be gathered. Lori had emailed the language from the previous 2004 self-study about what other research they had done to committee members. If possible, draft questions for surveys or other instruments would be helpful to have at the next meeting. This way, the teams can work together and avoid redundancy or approaching the same groups with too many requests.

V. Other

Minutes from the April meeting and the first meeting in September were approved to be posted online. Lori announced that she will co-lead Criterion 2 with Kathleen, as Lyn Brodersen had been serving double-duty on two teams; Lori had inadvertently put Scott on the list of team leaders for Criterion 2, but he already co-leads the Federal Compliance team, so she will correct that list.

VI. Next Meeting: Oct. 28, 9:00 – 10:30 a.m., SC 206