

# HLC Steering Committee

## Meeting Minutes

*Fri., Sept. 9, 2011  
9:00 – 10:00 a.m., SC 206*

Present: Lori Baker, Alan Matzner, Beth Weatherby, Dan Baun, Bill Mulso, Betsy Desy, Kathleen Ashe, Joe Stremcha, Betty Roers, Doug Simon, Deb Kerkaert, Corey Butler, Jan Loft, Raphael Onyeaghala

Absent: Chris Hmielewski, Scott Crowell

### Agenda

- I. Reviewing the revised “beta” criteria and self-study team assignments; comparing ideas for kicking off self-study teams

A draft of self-study criterion team membership based on the beta criteria was reviewed. Two faculty members (Christine Olson, Louella Lofranco) need to be added once their team preference is provided to Lori. Several additional faculty signed up at Professional Development day. The Steering Committee consensus was that Lori had assigned Steering Committee members appropriately to the revised criterion teams.

A discussion was held about an idea Betsy brought before the group last spring to storyboard what each criterion team would include in their research/information-gathering (now based on the beta criteria), in order to see what each team is exploring and to avoid any unnecessary overlap. Before the next meeting, each set of criterion team leaders will draft a list of what they see as falling under their criterion and place their lists on the T-drive. Lori will print them out in large font and post them on the walls during the next Steering Committee meeting, and we will spend the meeting reviewing each team’s brainstorming and discussing how to approach any overlap.

Each team should contact its members to let them know of plans to kick off team meetings in early October following that storyboarding meeting. How to access the T-drive was reviewed. Lori will send a reminder a couple days before the next meeting. Strategic Planning day will have occurred before the next Steering Committee meeting, which will help with our brainstorming.

- II. Resource room location change

President Wood is using the room on the second floor of Founders Hall that was considered last year. Deb Kerkaert is looking for appropriate space and will report back.

- III. Electronic collection of resources—brief update

LiveText is a potential electronic portfolio resource for the HLC group to use. Lori Baker, Alan Matzner, and Rhonda Bonnsetter attended a conference on LiveText during the

summer. The Education Department uses LiveText already for its students' teaching portfolios and some faculty use it for their PDP document. The LEC and the Committee on Institutional Assessment (CIA) committees are exploring its use for assessment purposes. Because SMSU already uses it for Education, it would be possible to get administrative accounts for the Steering Committee. We will demo LiveText at a future meeting to see if the Steering Committee would find it useful. Any use of LiveText as an electronic resource room tool would be coordinated with University Relations; as of right now, LiveText would not be used to create the electronic self-study document itself, but several schools are experimenting with this currently.

#### IV. Assessment Planning update

Information was provided about a meeting called by Provost Weatherby to discuss HLC-oriented needs for assessment and the big picture. Present were Provost Weatherby, Deans Loft and Onyeaghala, Lori Baker (self-study coordinator), and Betsy Desy (Steering Committee team leader with Dean Loft for Criterion IV. Academic Programs—Evaluation and Improvement). At that meeting Lori reported on what the LEC and CIA had been working on regarding assessment during the previous year under former Dean Brodersen. Ideas from the meeting will be discussed at the next Meet and Confer. Betsy emphasized how important it is that the entire campus community is aware of assessment and our LEP outcomes when the reviewers come to campus and ask people about it.

#### V. Other

##### A. HLC Site Visit Sept. 12 and 13 for online program accreditation

Provost Weatherby described the coming site visit and the history of that change request.

##### B. Self-study timeline review

Lori displayed the self-study timeline draft from last year. The group reviewed progress from spring, noting that all objectives were either accomplished or were started last spring as scheduled. Jan Loft noted a need for consistency in the document with the labeling of the Liberal Arts program (LEP), which Lori will revise. Lori emphasized the need for the self-study criterion teams to stay on task this year with the hard deadline of drafts at the end of spring semester.

VI. Next meeting: Sept. 30, 9:00 – 10:30; SC 206 was originally scheduled, but we will try to schedule a portion of the conference center to have enough wall space for our storyboarding activity.