

HLC Steering Committee Meeting Minutes

*Thursday, Jan. 6, 2011
1:00 – 2:30, FH 219*

Present: Lori Baker, Lyn Brodersen, Dan Campagna, Scott Crowell, Kathleen Ashe, Doug Simon, Betsy Desy, Bill Mulso, Deb Kerkaert, Chris Hmielewski, Dan Baun, Alan Matzner, Betty Roers

Absent: Beth Weatherby, Ben Dolan, Corey Butler

Guests: Vernon Harlan, David Danahar

Agenda:

I. Introductions

President Danahar welcomed and thanked the committee for volunteering for this important assignment. He noted the importance of the work while giving advice about how best to approach the task overall. Committee members introduced themselves and described any previous experience they had had with accreditation. Agenda items and materials in an information packet distributed to committee members were overviewed. Members picked up copies of the last self-study if they did not already have one.

II. Steering Committee Role and Responsibilities

The committee roster and responsibilities were reviewed.

III. HLC Accreditation Overview

- A. The Five Criteria
- B. The PEAQ Process and Upcoming Changes (“Pathways”)

Baker briefly overviewed the accreditation process. She explained the difference between PEAQ, AQIP, and the upcoming Pathways accreditation programs. A handout on the five criteria was noted. Campagna stated that he might attend the Council on Accreditation in January. Harlan noted the importance of assessment to the HLC review and suggested that in addition to the assessment academy, there were assessment series components that might be of use. The expectation that the self-study will go out to the reviewers on a flash drive rather than in a bound print copy was noted. Harlan explained that we will know our specific visit semester (Fall 2013 or Spring 2014) after this spring’s 2011 HLC conference, when those timelines will be set.

IV. Timelines

A handout of basic timelines that was created by Mary Hickerson last January for Strategic Planning day was reviewed. Some of the work, such as the first steering committee meeting, is ahead of schedule, while other work, such as ongoing closing of the assessment loop, continues. Baker will work on a more descriptive and updated timeline for the next steering committee meeting. This draft of the timeline will continue to evolve and become more specific.

V. Subcommittee Structure

A proposed subcommittee structure was reviewed. Committee members are to consider any suggestions for revision and bring those to the next steering committee meeting. The subcommittee structure is slated to be finalized at the next steering committee meeting. Steering committee members should come to the next meeting prepared to sign up for the subcommittees they would like to head.

VI. Data Collection Considerations

Baker stated that the Committee on Institutional Assessment is exploring different electronic data repository systems and that that committee should be involved in discussions about the e-resource method used for HLC. Baun asking for clarification about data collection or storage and data manipulation. The data collection team will be reviewing these needs, and Brodersen and Baun will continue to discuss the needs of the assessment committee. Harlan shared that other universities use their T-drive as a shared space where all committee members can access materials.

VII. Review of Resources

Baker briefly reviewed a handout that listed specific SMSU and HLC web pages that the committee might find useful.

VIII. Meeting Time/Schedule

Chris Anderson will arrange the next meeting in the first half of February. A monthly meeting will be arranged, though the full committee might not meet each month pending the work subcommittees will be doing.

IX. To Be Reviewed before Next Meeting

- A. Assurance Section of the last comprehensive evaluation visit
- B. Progress report from May 2009
- C. HLC Website: <http://www.ncahlc.org/> (especially the aspects of the site that are most germane to your subcommittee interests)
- D. The section of the previous self-study that most pertains to you/your subcommittee interests

Agenda items for the next meeting were set:

- review and finalize subcommittee structure
- reports from appropriate steering committee members on progress related to the assurance report from the last HLC evaluation and since the last May 2009 progress report to the HLC
- create action plans as needed to address any lingering issues from previous review
- review more specific timeline draft
- discuss data collection measures/needs
- finalize resource room location
- finalize committee representation at HLC conference in April

X. Other

The upcoming April HLC conference was described along with who from the committee might attend. Harlan noted the importance of Physical Plant representation on the steering committee; Deb Kerkaert oversees this area and so is the representative. Baker is taking minutes and will likely be the person to do so at subsequent steering committee meetings unless a substitute is requested. The possible location of the resource room was discussed.

Minutes respectfully submitted by Lori Baker