

HLC Criterion 2 Committee  
January 30, 2012  
BA524  
Minutes  
Approved Feb. 13, 2012

Present: Kathleen Ashe, Diana Holmes, Lori Baker, David Paulson, Jacob Tews

Absent: Deb Carrow

Minutes of the January 12th meeting were approved as distributed.

We discussed the deadline for this part of our task. Lori noted that we should be finished collecting documentation after break or by the end of March. Then we will address what we have found, what are the recommendations? Do we have questions yet to be answered? How do we go about getting the answers?

Each meeting our process has been to start with the first component and review where we are with the documentation and discuss questions, identifying next steps:

**Component 2a.** *The institution establishes and follows fair and ethical policies and processes for its governing board, administration, faculty,...*

Although no new information had been collected since the last meeting we had a good discussion on the question of which policies should be on the website. There are internal departmental policies that perhaps do not need to be widely available outside the department. An example of the later would be a department's policy on contractual travel funds.

It was suggested that a finding on whether a policy should be available on the website could be related to the question inherent in Component B. Is it a policy that would contribute to "the institution presents itself clearly and completely"?

Question: Are we ready to formalize a recommendation? Some departments don't put a lot of policies/information on the departmental home page. Is it a recommendation for the university as a whole?

We are in the process of documenting policies. Next step: are we following fair and ethical policies and processes? Is the answer grievance procedures? Have there been changes in policy as a result of grievances? This may be an area where we want to develop questions for a faculty and/or staff, administrative surveys.

The question came up: do we address students' ethical conduct even though 2a doesn't specify this. It is addressed under Assumed practices.

At our last meeting Deb referred to the Core Values section. She volunteered to see where they fit in with component 2a.

**Component 2b.** *The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, costs to students, faculty and staff, control, and accreditation relationships.*

We discussed different methodologies for determining if the institution is presenting itself clearly and completely. Should we hold focus group discussions next year? Is there survey data that has already been collected that will provide documentation? Lori will contact Alan Matzner, Institutional Research, to see if there are questions on the senior survey that would shed light on this.

Other ideas included: Surveying incoming students and or parents during Registration day; surveying high school counselors; ask College Now office if they have surveyed high school contacts on quality, completeness of information; ask Brittney Krull to visit with us on her sense of information flow; Pat Carmody may also be a resource; Student Senate may be another resource.

Question for the Steering committee: is there money to provide lunch or something for focus groups?

**Component 2c.** *The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution ...*

Kathleen hadn't done more since last meeting. Next step will be to look at the IFO contract. Does it discuss governance issues and the faculty's role? Then the plan is to match the collected information with the 4 issues listed under 2c and identify where there are gaps.

**Component 2d.** *The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.*

We identified activities, committees, recent issues raised on campus relating to freedom of expression: Difficult Dialogues, Winston Gittens Anti-racism Team, GLBT Committee, Campus Crusade posters next to GLBT posters, Muslim Student org., speakers and sponsors from Scott Crowell and/or Scott Ewing, the Greens.

We need to document related information in the IFO master agreement with MnSCU: Article 4 Academic Freedom. Section A. Policy; Section B. Prohibition; Section C. Faculty Rights, Responsibilities and Obligations; Section D. Research and Publication.

We have the statement from the Student Handbook and a recommendation that the university adopt a statement covering freedom and pursuit and find a place for it on the website.

**Component 2e.** The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly.

Lori will prepare for discussion next week.