

HLC Criterion Three Committee

Minutes of the September 27, 2004 meeting

PRESENT: Choton Basu, Pat Casey, Steve Friedman, Gene Grigsby, Anne Hamilton, Gary Harms, Deb Heiber, Mark Lencho, Barbara Monfils, A.J. Paul, Lois Smith, John Stone, Wilfred Tremblay, and Tony Truog.

Barbara Monfils called the meeting to order at 1:05 p.m.

She asked John Stone to begin the meeting with a discussion of the non-instructional and instructional handouts. John indicated there are two things to achieve before preparing the report for the HLC.

1. to have a comprehensive means of collecting data throughout the campus
2. to find a way to streamline data gathering

John said that each unit on the lists is to complete the self-study questionnaire. This data will be collected online in a secure repository. When the team from the HLC comes to campus for the accreditation review, they will be able to access this data online.

John briefly mentioned his logic for compiling the list of non-institutional units. He used the OPR process for programs, the campus directory, and his understanding of what the HLC would be interested in.

Deb Heiber said Advising is in the middle of assessment and asked how that would affect the self-study. John indicated that the self-study is due January 15 and that the most current information should be included. She also mentioned that the four colleges are working with the Academic Advising & Exploration Center to set up learning goals.

John said he is open to recommendations and asked that these and/or comments be submitted to him by October 10 or earlier if possible via e-mail. On October 15 the self-study questionnaires will be disseminated and should be completed by January 15, 2005.

There was a suggestion that stand-alone minors should be included on the list as well as the emphases within the majors. There was also a question regarding which list (instructional or non-instructional) should include HONORS. The Steering Committee recommended that it be placed under non-instructional. There was also a question as to who will be responsible for the Broadfield Studies.

John indicated that HLC expects programs to have learning outcomes, data collected, and progress shown using the data.

John announced that there will be an HLC website that he hopes to post by Friday, October 1. It will have information relative to the self-study process, the 1996

accreditation review self-study with the NCA report, and a few reports from other institutions. There will be password protection for some portions of this site.

Barbara then went through the handouts she distributed earlier. The first one, Criterion Three: Student Learning and Effective Teaching, is an overview. Barbara then went through each of the handouts on the four core components. These components are:

- 1) The organization's goals for student learning outcomes are clearly stated for each educational program and make effective assessment possible.
- 2) The organization values and supports effective teaching.
- 3) The organization creates effective learning environments.
- 4) The organization's learning resources support student learning and effective teaching.

The last handout was the list of strengths and concerns from the last NCA accreditation review report from 1996.

Barbara asked the committee how they would like to proceed. She had recommended that the committee divide into four subgroups – one for each of the four core components. The committee agreed to this approach. Barbara asked the members to e-mail her by Wednesday, September 29 if they had a preference for a particular subgroup. If members don't indicate a preference, Barbara will determine the membership for the subgroups. Within each subgroup, one member will be responsible for convening the initial meeting of their group. Each group will then select its own chair.

John indicated that the committee needs to complete a template listing the strengths/concerns for the various areas by September 1, 2005. This template will form the outline for the Criterion Three chapter for the HLC self-study report. One of the other committees set June 1 as their deadline for completing the template. This committee may wish to set an earlier date given summer availability of its members.

The meeting was adjourned at 1:55 p.m.

Respectfully submitted,

Leslie Meyer