

## **HLC Criterion Three Subcommittee**

### **Minutes of the February 4, 2005 meeting**

**PRESENT:** Choton Basu, Steve Friedman, Anne Hamilton, Gary Harms, Deb Heiber, Mark Lencho, Larry Schuetz, Lois Smith, Wilfred Tremblay

Barbara Monfils called the meeting to order at 1:00 pm.

Barbara discussed the LEARN Center workshop scheduled for February 14. She encouraged the committee members to bring a colleague(s). In preparation for the workshop, she asked the members to let her know if they needed any duplication of materials or special equipment. At this workshop, each subcommittee should prepare a one-page summary delineating its progress and direction and present a set of questions that would provide feedback from the participants.

For subcommittee 3a, Steve Friedman will prepare the summary. This subcommittee plans to use the self-study questionnaires for assessment data. They will present the 4 questions developed by Pat Casey.

For subcommittee 3b, Steve Friedman will write this summary and Anne Hamilton will present the questions. This subcommittee is writing its draft and has set a deadline of April 1 for completion.

For subcommittee 3c, Deb Heiber will write this summary and present a set of 5 questions to the participants. Their target date for completion is April 1.

For subcommittee 3d, Choton will draft the one page summary. His subcommittee is wrestling with the concept of effective teaching. They are having difficulty in locating information as to how faculty development affects student learning. Deb Heiber recommended looking at the trend data from the exit survey (perception data) and coordinate this with the NSSE data. Peer review for reappointment for tenure may be another source. Larry Schuetz recommended that Choton contact Mary Pinkerton for information in this area. To get information on the number of faculty denied tenure based on teaching, one should contact Marlene Strait. Barbara Monfils indicated that for the senior exit survey, the trend data is available by program beginning Fall 2002 online under Institution Research.

The committee then addressed the issue of challenges and how to handle them. Committees are encouraged to develop a list of challenges and post it internally.

Barbara asked the committee how they would like to structure the workshop – should they address the group as a whole or divide into focus groups. Each subcommittee should let Barbara know how much time they will need for its presentation and discussion. They should also send her the one page summary to give to participants on the day of the workshop.

The meeting adjourned at 2:00 pm.

Respectfully submitted,  
Leslie Meyer