

HLC Criterion Three Subcommittee 3a

Minutes of the November 22, 2004

PRESENT: Pat Casey, Steve Friedman, Linda Hurstad, Mark Lencho, Larry Schuetz, and Tony Truog

The meeting was convened at 1:00 p.m.

Tony Truog distributed a list of slash courses (undergraduate/graduate) taken from the catalog. Larry Schuetz indicated that there were a large number of graduate courses in the College of Letters and Sciences that aren't offered and should be removed via currency of bulletin.

The committee recommended that in addition to sending an e-mail to all faculty requesting syllabi for the Spring 2005, this request with the instructions should also be sent to the department chairs and then a week later to the deans.

Tony Truog then distributed a grid delineating the differentiation between the undergraduate/graduate dimensions of the programs that offer both. For two of the programs, he requested additional information.

There was some discussion of program vs student learning outcome as presented in the self studies of the Audit & Review. Steve Friedman emphasized the committee will focus on student learning outcomes – not program objectives. Pat Casey indicated these learning outcomes could be presented in a narrative or graph format. She shared an example from the appendix B of Communicative Disorders.

Steve Friedman distributed a grid that would provide a summary of the self studies that programs have recently been asked to do in preparation for the HLC accreditation review. This grid can be used to measure student learning outcomes. The Audit & Review self studies can be used as a supplement. Mark Lencho recommended this grid be sent to the chair or program coordinator for each program to complete. It could be used as a constructive reminder piece for those who haven't had the opportunity to prepare their self study.

Tony Truog recommended putting the current self study on top of the Audit & Review self study. This would indicate what has been learned and what changes have been made. He will continue to focus on learning outcomes.

The meeting adjourned at 2:00 p.m. The next meeting has been scheduled for Monday, December 6 from 1:00 pm – 2:00 pm in Hyer 424.