



HIGHER LEARNING COMMISSION COMMITTEE
Criterion Four: Acquisition, Discovery, and Application of Knowledge
16 November 2004 Meeting Minutes

Present: Denise Ehlen, Ed Erdmann, Elizabeth Hachten, Mary Beth Mackin, Elizabeth Ogunsola, Howard Ross (Chair), Rosemarie Schuette, Rick Witte, and John Zbikowski.

Absent: Rex Hanger, Sandra Scott Duex, and Sally Vogl-Bauer.

1. Review Minutes of 13 October 2004 Meeting and Develop Evidence Collection Strategies

H. Ross distributed a draft outline listing the four core components and examples of evidence based upon the Committee's 13 October 2004 discussion. Members reviewed and discussed potential evidence that could be presented to establish the University's core commitments related to Criterion Four: Acquisition, Discovery, and Application of Knowledge.

2. Formulate Document/Data Collection Plan and Assign Responsibilities

H. Ross proposed the use of subcommittees (one for each of the four Criterion core components) to coordinate document/data collection. Members discussed subcommittee structure and charge.¹

Subcommittee Structure

- a. **Core Component 4a:** *The organization demonstrates, through the actions of its board, administrators, students, faculty, and staff, that it values a life of learning.*
Subcommittee Members: Mary Beth Mackin, Liz Ogunsola, and Rick Witte.
- b. **Core Component 4b:** *The organization demonstrates that acquisition of a breadth of knowledge and skills and the exercise of intellectual inquiry are integral to its educational programs.* **Subcommittee Members: Liz Hachten, Sandy Scott Duex, and John Zbikowski.**
- c. **Core Component 4c:** *The organization assesses the usefulness of its curricula to students who will live and work in a global, diverse, and technological society.*
Subcommittee Members: Rex Hanger, Howard Ross, Rosemarie Schuette, and Sally Vogl-Bauer.

¹ Absent members were assigned to a subcommittee based upon area of expertise and Committee need.

- d. **Core Component 4d:** *The organization provides support to ensure that faculty, students, and staff acquire, discover, and apply knowledge responsibly.* **Member: Denise Ehlen.**

Subcommittee Charge

Each Subcommittee must begin collecting and locating suitable documents and data, which provide evidence of the campus commitment to each of the four core components. **Each Subcommittee will present a progress report on document/data collection at the December 2004 meeting.**

Full Committee Data/Document Collection Plan

H. Ross provided an overview of anticipated data collection plan:

- a. **Fall 2004:** Subcommittees collect and present data. Subcommittees develop and submit subcommittee draft narratives.
- b. **Spring 2004:** Committee develop Criterion Four narrative outline and draft (February). Criterion Four narrative draft development.² Committee submit/present Criterion Four narrative draft.

3. Self Study Resources

H. Ross reminded Committee that sample self-studies and Higher Learning Commission team responses may be accessed online. All members are encouraged to review 2005 self studies completed by other institutions.

- a. Southwest Missouri State University:
<http://accreditation.smu.edu/default.asp?AccreditationID=2&Page=/hlc/selfstudydesign/process.htm>
- b. Saginaw Valley State University: <http://selfstudy.svsu.edu/intro/update.html>
- c. Central Michigan University: <http://www.cmich.edu/hlc-accreditation/>

4. Proposed Agenda Items for the Next Committee Meeting

- a. Subcommittees present data collection progress reports.
- c. Discuss remaining data/document collection and narrative draft development.

Respectfully submitted,
Denise Ehlen

² Ed. Erdmann volunteered to synthesize subcommittee drafts into one cohesive narrative. Subcommittees are encouraged to include him in correspondence regarding meeting dates, times, and locations.