

HIGHER LEARNING COMMISSION

Steering Committee

Minutes

October 25, 2004

John Stone convened the October 25, 2004, meeting of the Higher Learning Commission Steering Committee at 3:00 p.m. A.J. Paul and Barbara Jones were not in attendance.

Updates

The HLC web-page was launched earlier this month. Included on the page is a scanned copy of the 1996 Self Study and the Report of the Self Study for anyone to review. A D2L course has been launched, with every member of every HLC committee listed as a class member. If anyone needs/wants instruction as to how to use D2L, please contact Sally by November 1st. There will be a group session set up shortly after November 1 for anyone interested in learning how to use D2L.

There have been several promotional initiatives regarding HCL. A student reporter has done a story for the Royal Purple, there has been exposure in the UW-Reporter, and the LEARN Center will sponsor a workshop on November 15th wherein Criterion #1 subcommittee (James Bronson's group) will present their criteria to the group. Workshop participants will be asked for their input. The workshop will be organized around the mission statements from each group (hence, he will need everyone's mission statement prior to the workshop). Sally Vogl-Bauer asked if committee members should attend this workshop or if this workshop is intended for other campus members. Both committee members and others should attend.

It was also suggested that there should be a quarterly column about the progress of the HLC self-study.

John has received feedback from a variety of constituents regarding the self-study reports that are to be completed by instructional and non-instructional units. (A revised list of both instructional and non-instructional units was distributed with the agenda.) These units will be asked to complete the self-study reports and questionnaires. Later this week, the Chancellor will send a memo to each of the identified units and programs, asking their areas to complete the self-study which they will find by visiting the HLC self-study web page and downloading to their hard-drives. They will then complete the self-study and forward it to John Stone by February 1, 2005. Total time to complete self-study should be between ninety minutes – two hours if the program has recently completed an audit and review.

Barb Monfils has collected the audit and review reports and they will be posted on the D2L page as an additional source of data. Howard Ross also thought it would be a good idea to have a binder (hard-copy) of all available in the HLC Resource Room.

Sub-Committee Updates

1. Criterion #1 (James Bronson) committee has met twice, discussing the timeline, documentation for values, mission, objectives, and goals. They are still getting structured. Dick Telfer indicated that the new mission statement probably will not receive final approval by the Board of Regents until sometime in February of 2005. As noted previously, the Criterion #1 LEARN Center sponsored workshop will be held on November 15th.
2. Criterion #2 (Randy Marnocha) group held their second meeting last week. Randy has assigned . Members were asked to submit ideas about which areas need investigating and data collection, from which Randy compiled a four-page document. Randy's group has been sub-divided and each sub-committee has been given the assignment of collecting data and developing a quick draft of how these all fit together. His group will meet again in mid-November.
3. Barb Monfils indicated that her office has begun to post the OPRs and A&R reports on D2L. Academic programs are listed by college, and also be graduate/undergraduate. Fourteen of 34 OPRs are now available for review on D2L. There are also 800 current syllabi on-line. Barb's committee has been further refined into four sub-committees, which will examine the four core criteria. They have each met at least once. The full committee will meet one more time this semester. Each subcommittee will identify key questions that would enable them to assess how the university is meeting key criteria and to consider the key questions as they relate to core values..
4. Criterion #4 (Howard Ross) committee has met twice. The committee has gone through the core components and has begun to consult where they can. At their next meeting, they will further look at core components and begin to make assignments. It appears that there will be overlapping documents within the committees. John will work with the chairs on this.
5. Criterion #5 (Ron Buchholz) team has met twice. They have discussed the meaning of engagement, as well as the meaning of service and have begun to assess what information to collect. The group plans to be in the data collection process by the end of November.

It appears that all groups are well underway.

List of Materials to be Available in Self-Study Room

A preliminary list of materials to be placed in the self-study room was distributed with the agenda. The Steering Committee identified different areas on campus (and off campus) that will be asked to provide the materials. As the process evolves, the list will likely expand.

Also distributed with the agenda was the report from the 1996 evaluation team. John asked the group how they thought the campus had changed since the 1996 visit. Some improvements include: the addition of the Academic Advising Center, professional development, and distinction between graduate and undergraduate work, diversity, and equal opportunity. Also, the physical teaching environment is so much different than ten years ago.

The winner of the second *Know Your Campus* competition was Pat Casey, with a perfect score.

The next HLC Steering Committee meeting will be held on Wednesday, December 1st at 2:15 p.m. in HY 142.