

HIGHER LEARNING COMMISSION

Steering Committee

Minutes

December 1, 2004

John Stone convened the December 1, 2004, meeting of the Higher Learning Commission Steering Committee at 2:15 p.m. A.J. Paul and David Wilder were not in attendance.

Updates

The Self-Study Questionnaire/Reports have been distributed to the department chairs, the graduate program coordinators, the non-instructional areas, and the stand alone major and minor areas. One department chair, which shall remain nameless at this point, has already completed and returned their report. Earlier today, John Stone met with the department chairs to review the questionnaire/report and answer any questions and address any concerns they may have. John will meet with the stand-alones, non-instructional, and program coordinators next week. The meeting with the non-instructional group had to be postponed in order to maximize attendance at Regent Salas's open hearing on the mission statement, which was scheduled for the same time. Dick Telfer strongly encouraged anyone that is able to attend the open hearing to please do so.

The Criterion #1 Workshop, *Mission and Integrity*, was held two weeks ago. The attendance was excellent, with 53 attendees. The feedback was excellent. Criterion #2 workshop, *Preparing for the Future*, will be held on December 13th. Included with the agenda was a sample copy of the flyer for the workshop which will be distributed this week.

The committee was urged to look at the D2L web-page as there has been a lot of information added. Much thanks to Barb Monfils' office for posting all the Audit and Review Reports and OPRs.

Sub-Committee Updates

1. Criterion #1 (James Bronson) committee: The group will meet again on Monday, December 6th, and will sort through the findings from the November 15th workshop. The group will also put together documented evidence and will begin work on their chapter over the break.
2. Criterion #2 (Randy Marnocha) committee: At their last meeting, the subcommittees brought in small sections of reports from core components and

compared various formats. They quickly decided that a more uniform format is needed. They have found one that works better than the others, but know they will eventually have to put it in the style for the Steering Committee.

3. Criterion #3 (Barb Monfils) committee: The four sub-committees of this group have continued to meet in their groups and will meet as an entire committee in a couple of weeks to learn the findings of the other groups. The Criterion #3 workshop will be held in February. Barb's office has been gathering data which is required, including syllabi of dual-level courses, and the differentiation in graduate/undergraduate requirements, compiling a grid which demonstrates the teaching enhancement activities by faculty in the colleges, and finding the number of active dual-level courses.
4. Criterion #4 (Howard Ross) committee: Howard reiterated what his group has done in the last three meetings, including going over the self-study itself, identifying documents that will be needed, and identifying the four components and separating into four smaller groups and assigning tasks to these groups. Their next meeting is December 16th, at which time they'll get an update on the progress of the four sub-groups.
5. Criterion #5 (Ron Buchholz) committee: Service and Engagement has been defined and the definition posted on D2L. The big question is how do we request information on serve and engagement. The best was is to do a quantitative survey and identify some examples of engagement and service. Examples given include the Fairhaven Lecture Series, Cliff O'Beirne's class nursing home visits, etc. There are probably 50-60 initiatives on campus. By the end of the semester, the goal is to have the survey completed and identify and those service and engagement initiatives that will need further information.

John passed out a copy of a flyer that was distributed campus-wide which advertised the three LEARN Center-sponsored book clubs for the spring 2005 term. Included in the list is a book club that will be facilitated by Ron Buchholz, focusing on the book, *Educating Citizens – Preparing America's Undergraduates for Lives of Moral and Civic Responsibility*. Anyone interested is encouraged to join.

Chapter Guidelines and Style Sheet

Again, thanks to Barb Monfils, a Chapter Guidelines and Style Sheet, has been constructed and distributed for use by the sub-committees. John has met with the five sub-committee chairs and looked at the guidelines and decided they merit further discussion. John will meet again, with the chairs on December 20th. Also, there are samples of five self-study reports that can be looked at.

Committees are asked to provide the source of evidence or site as evidence that fulfills criteria consulted, but didn't use for their reports.

For the spring 2005 term, John envisions the Steering Committee's responsibilities increasing as it will review the draft of each sub-committee's chapter. The fall 2005 term will be even more hectic as the report is pulled together and sent to the printer. Howard recommended that all groups have their chapters done by the end of spring 2005.

The winner of the third *Know Your Campus* competition was Ron Buchholz, with two wrong.

The next HLC Steering Committee meeting will be held in early February of 2005.