

HIGHER LEARNING COMMISSION

Steering Committee

Minutes

February 21, 2005

John Stone convened the February 21, 2005, meeting of the Higher Learning Commission Steering Committee at 3:00 p.m. Randy Marnocha, Brian Mattmiller, A.J. Paul, Howard Ross, and David Wilder were not in attendance.

Updates

Since the last meeting of December 1, 2004, John has met with all the Self-Study Criterion Chairs to revamp the *Guidelines for Drafting Self-Study Chapters*. An updated copy of these guidelines was attached to today's agenda. These guidelines should provide help in drafting the chapters. This information will be shared with everyone involved in writing the chapters and is available on the D2L website. Ed Erdmann asked, as a point of clarification, if headings and subheadings should be bolded, as italics and underlines are not allowed. The answer is, yes.

The last page of the *Guidelines* handout included information about the *Quality of Evidence*. Examples of good (descriptive), better (includes some level of evaluation), and best (evidence comments on how effective it is) were discussed.

Barb Monfils' Criterion #3 Workshop, *Student Learning and Effective Teaching*, was held on February 14th. The committee gathered feedback from the participants and shared information from the workshop. Howard Ross will schedule the Criterion #4 workshop for some time in March and Ron Buchholz will schedule Criterion #5's for sometime in April.

Sub-Committee Updates

1. Criterion #1 (James Bronson) committee: This group has not met since December. They are working on their chapter, with three out of the five criterion pretty well flushed out, one moving along, and one proving to be somewhat troublesome (university devotes resources to support its involvement).
2. Criterion #2 (Randy Marnocha) committee: Has not met since December. The LEARN Center Criterion #2 workshop was held in December and provided valuable information. The committee set up functional units, with each subcommittee preparing part of the report.

3. Criterion #3 (Barb Monfils) committee: Had met earlier this month to plan the Criterion #3 workshop. Subcommittee 3A has met since and they have a plan of action and are starting their analysis. The committee has set a deadline of April 1st for a draft. Subcommittees C and D have combined and plan to meet on February 22nd. Steve Freidman discussed the LEARN Center information. Barb has no concerns over meeting the deadline for writing their chapter.
4. Criterion #4 (Howard Ross) committee: Sally Vogl-Bauer updated the group on the progress of this committee. Significant progress has been made, with two of the four areas already drafted. A complete draft will be ready by the end of the semester. Discussion focused on whether there should be one overarching writer for the whole study as there tends to be duplicate information. The Truman State study was referred to as an example. John Stone will look at it this weekend. Also, one of the challenges of this whole process is to keep everyone, not just the committees, up-to-date.
5. Criterion #5 (Ron Buchholz) committee: A campus-wide inventory of engagement and service has been completed, putting all relevant data together. The committee will be meeting in March, April, and May, with a final draft due at that time. This is a very comprehensive criterion.

Discussion

John updated the group on the status of the completion of the unit self-study questionnaire/reports. There are very few outstanding reports, but there is a strong correlation between those areas that have yet to complete theirs and those that have yet to complete an Audit and Review. All the Self-Study/Questionnaires have been posted to the D2L website. These provide a rich source of information. All the graduate and undergraduate audit and reviews, OPRs, and accreditation materials from colleges and departments have been taken off D2L and are on a zip disk, which is available to anyone wishing to review this data. Just contact John. These reports are being converted to PDF and will be posted by April 1 to the HLC web page.

Barb Jones inquired as to whether accreditation documents from non-instructional units such as the Children's Center and the Health Center should be included. Yes, they should.

A "Where to Look Guide" was also attached, telling where to find information that each criterion committee will need to write their chapters.

The winner of the fourth *Know Your Campus* competition was Provost Telfer, with five wrong.

The next HLC Steering Committee meeting will be held on March 28th, 2005.