

HIGHER LEARNING COMMISSION

Steering Committee

Minutes

September 23, 2004

John Stone convened the second meeting of the Higher Learning Commission Steering Committee at 10:30 a.m., with everyone present except David Wilder, who had a class schedule conflict.

HLC Web Site

The first item of business was to update the group on the progress of the HLC web site, which, hopefully, will be up and accessible by October 1st. There were some ADA accessibility issues that have hindered the progress.

A draft of the contents sections of the HLC Self-Study Website was distributed with the agenda. Some suggestions for revision included adding: an overview section, news and updates section, and the mission and goals of the whole process. The website will: help the teams, specifically, and campus generally; will serve as a tool for the visiting committee; and, will stay up for three months after the visit. Howard did not think that posting the drafts of each committee report was necessary because the visiting team would not be interested in the drafts, but the Steering Committee will be looking over these documents. Barb Monfils suggested securing certain sections of the report. There should also be a front page for critical times that the Steering Committee needs campus input.

Sub-Committee Updates

1. Criterion #1 (James Bronson) committee has met once, and will meet again in October. His subcommittee workshop will be held in mid-November. His committee members are looking at their college areas and offices to see where the values, mission, goals, and objectives show up and establish links to those. The committee has a good start on this. They have not gotten to other compliance issues yet.

There was a short discussion on the new mission statement. It will be approved in November or December of this year.

2. Criterion #2 (Randy Marnocha) group has also met once. The committee reviewed the purpose of their committee and their assignment was to carefully scrutinize each area and identify key people. Their goal is to complete their

section by June 1, 2005. Randy and his committee will meet again in two weeks.

3. Criterion #3 (Barb Monfils) committee has met one time. This was basically an orientation. Discussion focused on the purpose, timeline, etc., and core values and mission statement. They will meet again next Monday.
4. Criterion #4 (Howard Ross) committee has met once, discussing the goals, expectations, what accreditation is about, etc. They did not talk about themes. Specific assignments will be made at their next meeting.
5. Criterion #5 (Ron Buchholz) team met on September 13th. This was also, basically, an orientation session. The committee discussed timelines, what this process is all about, and Ron distributed lots of articles that he had pulled together on the subject of engagement and service. At their next meeting (October 21st), they will discuss what engagement means.

The first LEARN Center workshop dealing with the self-study process will be held on October 18th.

Self-Study Questionnaire

Included with the agenda was a draft self-study questionnaire for both the instructional units on campus and for the non-instructional administrative units. These are designed to gather information for sub-committees and to provide a resource for the visiting teams. John asked that the Steering Committee take the lists back to their areas, and return feedback to him by October 10th. Questionnaire/Reports will be distributed to instructional and non-instructional units in mid-October. These questionnaire/reports will be due on January 15, 2005. There may be requests for further information from each of the five sub-committees. Also included was a list of all degree programs offered at this university, and which will be asked to complete the survey.

Several questions were raised regarding the breakdown of majors, minors, and programs. Areas such as the Honors Program, remedial courses, pre-business, pre-education, new student seminar, etc., are not accounted for in this list. After considerable discussion, the committee decided that they will review this document a little further and then send any recommendations for change to John Stone by the end of Monday, September 27th.

A copy of the HLC 1996 report will be made available on-line for departmental review.

Chen asked that if the committee knows of any quantitative data will be needed, let her know as soon as possible so she can begin working on it.

Steve Friedman and Chen were the winners of the first "Know Your Campus" quiz.

The second quiz in the “Know Your Campus” series was given and it was noted by the Steering Committee Chair that there was collaboration among a few of the committee members, which may result in their disqualification.

The meeting adjourned shortly after 11:30 a.m.