

HLC-III Meeting Minutes # 4
October 17, 2003

Jane Sims brought a matter for consideration to the committee regarding possible redundancy of HLC work. Any requests for information from our group will be approved by the whole group before it is requested.

Marilyn discussed the need to cover faculty representation from the CB&T. Dan Lim is only occasionally here on Fridays due to other commitments, but that is the only time that nine other committee members jointly had available. Discussion ensued about the options that have been explored already to cover this vacancy. It was agreed by all present that Marilyn should communicate with CBT and indicate that the position should continue to be held by Dan Lim, but that we would ask that the Center approve that Rebekah Seeger attend meetings for Dan and keep him informed and contribute the needed information on his behalf. Rebekah is instrumental in many aspects of the on-line curriculum development for many faculty.

Jane Sims presented her assessment question for discussion. The agreed upon phrasing is identified below. Jane is recommending that this question be forwarded to the Assessment Committee for consideration.

For those courses taught both on campus and using on-line or off-site delivery methods, how are the assessment of the course, student outcomes and learning, and the teaching effectiveness of the faculty member similar or different?

Jennifer Wilson asked if this included College in the High School. Jane Sims recommends that it include everything not a part of the on campus classroom environment. These on-line / off site course recommendations are important for evaluating the degrees to which they relate.

Colleges in the High School offerings were discussed briefly. Oversight of these courses is through Academic Affairs. Jane Sims reported that she has been reviewing College in the High School courses and how they are offered. Questions were raised about how the link to the college faculty member is maintained and supported.

PIAC information was distributed and the list of questions related to HLC review was discussed. All questions were thought to be very valuable to the HLC review process and the HLC-III committee wants to strongly encourage that these questions be a central focus of the PIAC committee's work on campus. Jennifer Wilson offered to make personal contacts with Center Directors and Program Managers to re-emphasize the importance of collecting this data.

PIAC questions from two years ago related to a statewide assessment, but HLC –III committee felt that those results could be linked with results from this year to address changes over time.

We want to check on progress of the syllabi study since those results touch significantly upon issues of effective teaching. Jerry asked about employer satisfaction surveys from first employers, and L. Wilson indicated that she believes those are available through the Career Center.

Some committee members expressed frustrations with how documents are sent to them for review. Lengthy documents come as downloaded files and then must be individually printed off and assembled. This is very time consuming for faculty and likely results in many documents being ignored. It would be helpful and less costly if such documents could be printed and then distributed in their entirety to faculty.

L. Wilson, recorder