

University of Minnesota, Crookston  
HLC Self-Study Steering Committee  
Meeting Minutes, June 12, 2003

Attendees: Jennifer Wilson, Judy Neppel, Doug Knowlton, Jane Sims, Bill Peterson, Bob Nelson, Rose Koch, Viet Doan, Dan Svedarsky, Andrew Svec

It was suggested that the role of “scribe” rotate among the committee members. Jane Sims agreed to take minutes at this meeting. Judy Neppel will do so at the next meeting.

Information of a website developed by Andrew was distributed. Please provide input for changes that would be useful to the steering committee. The URL is:  
[www.crk.umn.edu/HLC2005](http://www.crk.umn.edu/HLC2005)

Jennifer provided a review of UMC’s accreditation history and distributed information on concerns cited in previous visits. She noted that the HLC team looks at the history of concerns, as they need to document what has been addressed. The history provided to the team will begin at 1995. Specific comments on concerns were:

1200 FYE. Bob advised that we have 1400 FYE  
Audits. Bob & Rose believe we’re covered under the UM audit process  
Budget-Annual Fund Balance. We’ve increased it to \$2M this year.

A draft of Goals was distributed. Dan suggested we ask faculty what their concerns are early in this process. Chancellor Burton’s goals will affect this committee’s work, and he may want to link strategic planning activities to the self study. Defiance College in Ohio linked their strategic plan to their self-study. Jennifer will share the URL. Defiance utilized a SWOT method, and worked through existing committee structure. Dan suggested we also have some new committees for brainstorming that might not occur outside current UMC committee structure and processes.

The Goals were developed from the list of concerns, HLC’s new criteria/themes, and discussion with Chancellor Sargeant. The HLC criteria are aimed at moving institutions towards becoming learning organizations.

Discussion on strategic plan activities included the following points:

- UMC’s mission statement may be reviewed and revised
- Inclusion of a vision, long and short-term goals, monitoring and evaluation processes
- Intent is to position ourselves to be successful in the future.
- CQI (continuous quality improvement) or ISO9000 processes. Judy had worked with these at NTC.
- Four themes: connected, future focused, mission driven, and learning organization
- Documentation:
  - Website for currency
  - Committee minutes verify we use data for decision making

- Syllabi
- Monitoring processes
- Value of outside consultants

A list of possible subcommittees was distributed. Some will be new; some will utilize current committees. A proposed timeline was distributed. The committee will attend an HLC session on the new criteria in September 12<sup>th</sup>. The meeting is in Minneapolis. Doug suggested that the subcommittees not be chaired by the steering committee, but noted limited options.

Discussion of visiting team nomination and timelines included:

- Members are assigned 12-18 months in advance
- Team might visit the website, but won't review any materials until 2 months in advance.
- Team must visit the first 3 sites of a campus

Discussion on our HLC liaison included:

We have not yet been assigned a liaison. Cecelia Lopez is no longer our liaison, but may have left some notes that we can review. Doug will look for these.

We should share early on our work plan and goals

We should invite the liaison to UMC early, perhaps fall

Jennifer collected input from the grid, asked for more input from members within 2 weeks. She will send out copies of the work grid as a reminder.

Doug distributed copies of the September 2001 assessment report. Discussion on reviewing the last focus visit report prepared by UMC, especially the goals segment.

Actions:

Provide grid input within 2 weeks

Review goals for revisions

Review timeline

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Recorder: Jane Sims