

**University of Minnesota, Crookston
Higher Learning Commission Accreditation Steering Committee
Minutes July 31, 2003**

Present: Bill Peterson, Bruce Brorson, Viet Doan, Doug Knowlton, Rose Koch, Jennifer Wilson, Jane Sims, Andrew Svec, Judy Neppel

- 1. Meeting Minutes 7-15-03** – Approved as presented by D. Knowlton
- 2. Update from Higher Learning Commission** –
 - Liaison – Knowlton reported that there's been no HLC Liaison appointed. He will follow-up and report back.
 - Rescheduled Regional Meeting – Knowlton reported that there's been no word on the HLC regional meeting (Minneapolis) date change. He will follow-up and report back.
- 3. Discussion/Approval of Goals for Self-Study** - A draft of the Suggested Goals for Accreditation Self-Study dated 7-30-03 was distributed and discussed. The goals were developed by a subcommittee including J Sims, A Svec, J Wilson. Suggestion from J Sims to move all points under number 2 up to number 1 except d. and f. The Committee agreed with the format modification suggested. Goals approved as revised.
- 4. Discuss Process for Internal Review for Self-Study** -
 - Unit of Analysis – a current organizational chart (July 2003-draft) was distributed and a preliminary discussion of each of the self study work areas and the units who would analyze was overviewed
 - Planning Guide – J Wilson distributed the Planning Guide for Academic and Non-Academic Units drafted by B Peterson and J Wilson. Each were reviewed and approved. Academic guides will be used by the 3 Academic Centers, CAL, and Academic Support. The Non-Academic planning guide will be used by Student Affairs.
- 5. Identify Sub-Committee Structure, Leadership, Role of Steering Committee Member, Membership**

Discussion of the subcommittee structure ensued. Decision is to identify a subcommittee for each of the criteria – 1 through 5. Subcommittees for the following additional areas will be identified later: Distance Education, Federal Compliance, Visit Arrangements, and Publicity, Editing, and Distribution. The Leadership of each of the Criteria is as follows:

 - Criterion 1 – Mission and Integrity – B Brorson and J Neppel
 - Criterion 2 – Preparing for the Future – R Koch
 - Criterion 3 – Student Learning and Effective Teaching – D Knowlton
 - Criterion 4 – Acquisition, Discovery, and Application of Knowledge – D Svedarsky and B Peterson
 - Criterion 5 – Engagement and Service – B Nelson

Each of the following units: (3) academic centers, student affairs, academic support, administrative support, and CAL will be asked to assign an individual to serve on each of the subcommittees. Rose Koch will work with Andrew Svec to define subcommittee support from the administrative support group. J Wilson has started to develop operational indicators for the subcommittee's use. A HLC website has been established and each committee member is linked.

6. HLC Session at “Welcome Back” Activity Breakfast – August 25

Knowlton indicated that it is important that everyone attend the HLC presentation scheduled to follow the welcome breakfast on Monday, August 25. The Fall Opening Schedule will reflect mandatory attendance for the HLC session. A short presentation on the work to be accomplished this year to meet the requirements for the completion of the self study will be delivered. Ideas on interactive techniques, the concept of a tag line for the mission, mementos for everyone to heighten the awareness and importance of everyone's involvement in the self study process was discussed, and a process outline and timelines will be distributed. Doug Andrew and Jennifer will meet regarding the format for the “Welcome Back.” A follow-up session is planned during the Faculty Retreat.

7. Next Meeting – J Wilson will call the next meeting prior to the middle of August. .
The agenda will include: planning for August 25, guideline review, and process and timelines identification.