

University of Minnesota, Crookston
Higher Learning Commission Accreditation Steering Committee
Minutes August 19, 2003

Present: Bruce Brorson, Viet Doan, Rose Koch, Jennifer Wilson, Jane Sims, Andrew Svec, Judy Neppel, Bob Nelson

1. **Meeting Minutes 7-31-03** – Approved as presented group consensus
2. **Update from Higher Learning Commission** – there is still no HLC liaison named, but a call has been placed to the HLC regarding the status of appointing one. Also, no date yet for rescheduled fall regional meeting of the HLC

3. **Internal review process for self-study and timeline**

Koch and Svec met with a group representing Admin. Support Staff on Aug. 18 to provide overview of process and elicit volunteers to serve on subcommittees. Wilson and Nelson met with Student Affairs group, also on Aug. 18, to provide overview of process.

Question as to how the self study process will be unified or will reports be created separately by dept. and then “rolled up and into” the greater institutional report. Nelson mentioned that this was what had occurred with the last accreditation report, and it was his opinion that that would be the easiest way but that it may not be the most efficient. Brorson agreed the only way would be to build the report from aggregating the most info from each dept. up. Sims mentioned there would be opportunities for involvement for faculty and staff through membership in and filtering to subcommittees.

Sims suggested presenting a list of subcommittees at the Aug. 25 faculty and staff campus opening meeting. Brorson also suggested providing a table of contents from a HLC report as an example to help faculty and staff envision the level of work expected to be done. Sims suggested adding an example list of all appendices. Neppel suggested inclusion of list of past concerns raised by focus visit during the most recent UMC site visits as a point of focus. Wilson will provide these as handouts along with operational indicators, planning guide, and new criteria info at Aug. 26 center meetings. Svec and Wilson have drafted a one-page document focusing on the Self Study for distribution at the Aug. 15 campus opening meeting.

Discussion on timeline centered on due dates for first drafts of various reports. Brorson mentioned the importance of establishing a series of specific deadlines to keep subcommittees on track. This has not yet been established as academic centers have not met over the summer. Wilson believes the Steering Committee can generate this list of deadlines. The group discussed a mid-November first draft due date—allows dept. to take advantage of info from PIAC meetings on Oct. 29. Tentative date of Nov. 15, 2003, for first drafts. Steering Committee could then review and offer suggestions before beginning of spring semester 2004.

First priority will have to be establishing subcommittee for Criteria 1: Mission. Other report drafts will probably follow in Jan/Feb 2004.

Group set Tuesday, Sept. 2, as tentative date to have membership for various subcommittees named. Contact people should forward the names of members to Wilson.

4. **Working Library** - Wilson circulated institutional data sheets compiled from various sources (IPEDs, US News surveys, etc.) Data is still needed in some areas, but it is a start. Enrollment numbers for 2000 were questioned, and an error was found—will be corrected. No financial info yet.
5. **Next Meeting** – Wilson will call next meeting for first week in September