

University of Minnesota, Crookston
Higher Learning Commission Accreditation Steering Committee
Minutes: September 10, 2003

Present: Jennifer Wilson, Bill Peterson, Bruce Brorson, Jane Sims, Andrew Svec, Judy Neppel, Doug Knowlton, Bob Nelson, Rose Koch; Dan Svedarsky

1. Meeting Minutes 8-19-03 – Approved as presented by group consensus

2. Update from Higher Learning Commission – Liaison is Diane Nyhammer. She has been invited to campus; likely dates are Nov 6th or 7th. A schedule is being drafted for her to meet with various people on campus. There is no news on the regional meeting date. Jennifer Wilson will call to check the date.

3. Linkage between self-study and strategic plan development – Doug Knowlton gave an update on the strategic plan development, as coordinated by Doug and Marilyn Grave, chair of Faculty Assembly. Currently, committee membership is being identified. Memberships is projected to be:

- Doug and a faculty member as co-chairs
- 9 faculty: including Bruce Brorson, Bill Peterson and Dan Svedarsky from the Self-Study committee; 3 faculty elected from the Centers, and 3 faculty elected at large
- 4 administrators to be appointed
- 7 representatives from different campus administrative committees
- 3 alumni – looking for nominations (Bruce suggested Dave Eckman from Corporate Technologies, Fargo)
- 3 friends of the U – looking for nominations (Bruce suggested Al Olsen)
- 3 students
- representatives from other U of M campuses.

The committee will use campus meetings and conference calls to connect, with meetings scheduled through the year for an expected outcome in Spring. Plans are to make sure that the data gathering processes of the HLC and strategic planning groups are in sync to prevent duplication. Doug will meet again with Chancellor Burton on Sept. 15th.

No outside consultant is planned for at this time. However, several names were offered by HLC committee members if UMC decides to choose one: Susan Hagstrum, Monica Manning (did UMC's last time), Bob Harvey (NTC's self-study).

4. Internal review process for self-study and timeline – Almost all committee members for the HLC sub-committees have been named, with the exception of one Center's members. Reminders have been sent out. On the membership list, the steering committee member names will be moved to the end so as not to implicate chair responsibilities.

It was proposed that the timeline be merged with strategic planning and program proposal timelines. Jennifer and Bill will meet with David DeMuth to see if his system for

gathering and publishing information used by the Faculty Assembly can also be used for self-study documentation and communication.

Jennifer Wilson will schedule and attend the first meeting of the sub-committees within the next two weeks. The first meeting will be an orientation that focuses on the criterion and use of the planning guide in the process. As Faculty Assembly meetings are scheduled on Mondays and Fridays, it was suggested to schedule HLC sub-committee meetings midweek, using Outlook.

(PIACs) Dan Svedarsky asked if the PIAC meetings will include components focusing on the self-study and strategic planning activities, and if so, if advance information could be sent to PIAC members. Bruce Brorson responded that the Business Division has had difficulty with PIAC member availability on the scheduled day, and that programs are considering scheduling PIAC meetings at other dates and locations in order to get input from a broader membership. Doug Knowlton suggested scheduling the self-study item on the general session agenda and preparing questions and materials for individual PIAC committees to help all in gathering data. A suggestion was made that perhaps the sub-committees could review their criterion and offer questions for the PIACs. These suggestions would be compiled by Jennifer, Doug and Judy.

There will also be a need to collect the PIAC minutes and input from the members; perhaps a webform could be used for timeliness and ease of collection. Dan Svedarsky stated that it is important for PIAC members to get feedback from the meetings via minutes or other methods. Doug also noted that the program review process specifically asks for data from the PIACs, and it is also important for our program improvement process as it helps build the feedback loop.

The PICA meetings are scheduled for Oct. 29th. The timeline for invitations to be mailed is the first of October, so we need to get sub-committee question input early for inclusion in the invitations or as a follow-up mailing; we definitely need them prior to the day of attendance. Programs could send email notices now to their memberships to reserve that date.

5. Working library update – We will post additional information as we have it.

6. Other – People are asked to submit recommendations for friends, alumni to serve on the strategic planning committee.

7. Next Meeting Date and Goals – Not set.