

Higher Learning Commission Steering Committee
October 31, 2005 Minutes
3:00 PM Selvig 308

Attending: Dan Svedarsky, Sue Brorson, Bruce Brorson, Joe Massey, David Seyfried, Richard Nelson, Bob Nelson, Michelle Christopherson, Eric Burgess, Pam Holsinger-Fuchs, Ron Del Vecchio, Bill Peterson, Stephanie Helgeson, Tricia Sanders, Judy Neppel, Mark Huglen, David DeMuth (conference call)

Reports:

Introductory Chapter-Nelson reported that the committee revisions were completed after the first draft was complete. The current draft was sent out to the committee this morning requesting review and resubmission. Nelson will send the second draft to Huglen and Neppel after the committee is done reviewing and will then send to the steering committee. Huglen commented that he worked with important dates since 1996 and had to do some condensing. He requested that the committee review this section for accuracy. Williams is checking the references.

Criterion 1 – B Brorson recognized Del Vecchio's contributions and thanked the committee for their work. The committee chose to split the five sections and assigned 2 to a member pair. The committee as a whole has condensed and rewritten much of the material. Huglen has edited the committee's work and is nearly ready to return it. The committee is working on strengths, concerns, and opportunities and should be done by late Wednesday. Their group is working with DCavalier on the diversity section. The references will cover all six sections. Huglen commented on the importance of staying consistent in regards to referencing. Williams suggests that as much as references as possible should be on the web for the HLC visit and he is working with Huglen and Neppel on it. L Tollefson has also done a lot of work on referencing. The committee draft will be sent to Huglen and Neppel and the steering committee shortly.

Criterion 2– DeMuth reported that this section is complete with references. Financial information, charts, and plots need to be added. . Huglen hasn't received any feedback from the committee. He also added that the mission statements need to be condensed and that there is some text missing. Sanders will work with Huglen to add the text. DeMuth will send the draft to the Criterion Committee and the Steering Committee for their review.

Criterion 4 – B. Peterson reported that a lot of progress was made by the Criterion Committee during the fall opening week. Graphics and charts were put in and references were completed with the pdf files online. Williams is checking references to insure APA format.

Neppel reported that the Criterion 3 group is working diligently on that section of the self study. They recognize the need to get the draft to the writer and coordinator.

Huglen mentioned that he the APA formatted references for Criterion 5. Holsinger-Fuchs reported that she will submit them tomorrow.

Syllabus Collection Process: Neppel reported that the syllabus collection process is making progress. The Criterion 3 Committee will assume the responsibility of populating the Syllabus Manager repository.

Curriculum Vitae Collection Process: The numbers of CV's uploaded to the web directory are improving. The Criterion 3 Committee will assume the responsibility for populating the web directory. Servers were updated on Friday to improve performance.

Assessment Progress: Neppel reported on the TEAMS assessment progress. Great progress is being made. Only about five faculty members have not participated in the electronic assessment work. Most fall courses are close to being completed. Efforts are now being made currently to write the program to achieve the reports desired.

College in the High School: Christopherson reported on the College in the High School program. There are currently 1,081 students participating in the program. There are 79 instructors, 35 schools, and 104 classes with 11 new schools expected for spring 2006. The CIHS program will meet the same standards as like course on the campus or on-line do. CIHS faculty transcript and resumes have been reviewed to insure that they meet UMC's standards. Course syllabi have been reviewed to insure that they meet UMC course expectations. An online database has been created to track registration, students registered, faculty or Dept Head's approving the course, files are needed, instructor of course, and primary contact person. UMC is preparing to apply for membership with the NAECEP. There's confidence that the CHIS program is in compliance with UMC's standards and has the evidence on file to prove it.

PIAC Follow-Up: This years PIAC meeting agenda's included 2 items of importance: (1) to develop key words in the areas of knowledge, skills, and behaviors required of entry level employees in the given program area, and (2) the memberships views of issues that will be helpful to the campus strategic positioning work being done by the Task Force assigned to complete that very important work. Department heads are asked to submit the work of the PIAC's. Keywords discussed in the PIAC meetings will be used in the December 1st workshop to review and supplement program outcomes.

Other: In summary, Neppel reported that overall, we are making good progress. The steering committee continues to work diligently to insure that the chapters are coming together. The conclusion chapter will be developed at the end. There is a group of four individuals who have agreed serve on the design team and will meet in early December. Every effort is being made to keep the project on schedule.

The question was raised about how to acknowledge the in-progress strategic positioning report in the HLC self study document. The strategic positioning report won't be published until March. The HLC self study will be submitted in February. More will be known about the strategic positioning task force work when the progress report comes out on December 10th, but the specifics will remain confidential until the full report is ready. The strategic position process and an overview will be included in the self study document. Specifics will be available to the Consultant Evaluators at the time of the on-site visit.

Minutes submitted by Amy Peterson
Recorder