

**Higher Learning Commission Steering Committee Meeting
September 29, 2005
2:00 – 3:00 p.m. – Kiehle 116**

Minutes

Present

Judy Neppel – HLC Coordinator
Charles Casey – Chancellor
Michelle Christopherson – Director – Center for Adult Learning
Ron Del Vecchio – Department Head – Agriculture Department
David DeMuth – Department Head – Math, Science, and Technology Department
Marilyn Grave – Assistant Professor – Arts, Humanities, and Social Sciences Department
Stephanie Helgeson – Athletic Director
Pam Holsinger-Fuchs – Interim Vice Chancellor for Student Affairs
Mark Huglen – Assistant Professor – Arts, Humanities, and Social Sciences Department
Rachel McCoppin – Assistant Professor – Arts, Humanities, and Social Sciences Department
Bob Nelson – Registrar and Institutional Research
Bill Peterson – Department Head – Arts, Humanities, and Social Sciences Department
Tricia Sanders – Interim Director of Finance

Absent

Sue Brorson – Department Head – Business Department

Judy called the meeting to order at 2:05 p.m.

1. **Self-Study Development Update – Introductory Chapter Review**. Judy indicated that the Introductory Chapter was constructed and has been sent back to the committee for review and input. After the committee reviews the chapter, it will be sent to this Steering Committee for review and input. It was suggested that committee members try to read the chapter “through the eyes of the consultant/evaluators”. She also reminded everyone that there may be some pieces in the chapter that don’t seem to go into much depth but that they will be discussed in other chapters of the self-study. Criterion II is coming along and after having met with the finance people (Tricia Sanders and Dave Crawford), it is in good shape. Marilyn is working on Criterion III; it will be quite a large chapter. It is taking shape and should come together quite nicely. She will have more information to add after October 14, which is a day that has been set aside to work on HLC. Criterion IV, which is co-chaired by Bill, is in very good shape. Judy asked the committee if the chapters should be sent out to the Steering Committee for review as they become available or should she wait until everything is done and send it all at once, keeping in mind that the first draft of all will be sent out to everyone the end of October, with another draft sent out the end of November and again the end of December. In January, it goes to print. Marilyn suggested that, while each chapter relates to each other, all are fairly independent on their own and could be reviewed individually. Bill mentioned it would be easier to do it as they become available rather than having to review it all at once. Mark agreed with Bill and indicated he did not think the chapters had to be reviewed in sequence. It was agreed that Judy should send the Steering Committee members the chapters as they become available. Judy indicated she would do this and that the Introductory Chapter and Criteria II and IV would be sent out early next week. The committee should feel free to make any suggestions they feel are necessary. Bob asked how the revisions should be sent – via marked up hard copy, editing

the electronic copy in different colors, etc. Rachel indicated that for the person doing the editing, the Track Changes option in Word was the easiest method. After much discussion, it was agreed that everyone should use the Track Changes.

2. **Syllabus Management Update.** Judy distributed a handout showing the numbers of potential syllabi and unavailable syllabi for each semester, spring 2003 through fall 2005. She indicated that the Syllabus Manager will be the single repository for all syllabi. They decided to go with the years 2003-2004 through 2005-2006 (last 3 years) and delete 1999 to 2003 because of the unavailability of syllabi for those years. She indicated she had attended a meeting of Department Heads on September 28 and again reminded the heads of the urgent need to get the syllabi into the system. She has asked the Registrar's Office to prepare a list of courses that were taught during each semester starting with spring 2003 and ending with spring 2006. It will be important to have syllabi for all of the courses on the list.
3. **Teams Program Update.** Marilyn indicated that she had some very good data on assessment and was looking at reports by discipline/major. There is still a need to get more faculty involved; only about 1/3 of the possible courses have assessment data; about one course per faculty member. About 80 percent show that at least one core is integrated in every course and over 50 percent show how they are assessing that core. She is hoping that after the work session on October 14, she will have more data. What's there now is very good but it would be better to have more data to do more trend analysis. Judy indicated that right now we are in catch up mode but that the assessment manager is designed to be a dynamic, living, ongoing program that can be used well into future years.

Mark initiated discussion about Portal System software; he thought it would help our credibility if we could at least show we are moving in that direction. Chancellor Casey suggested he talk with Billie Wahlstrom, who is on campus today and tomorrow for the Strategic Positioning Task Force meeting.

Judy distributed a handout showing what evidence she still needed to document that what we said we were doing in the 2003 HLC Progress Report is actually being done. Again, she asked everyone to provide whatever information they could.

4. **Professional Development – October 14.** Bill mentioned that it was important to get a schedule out for October 14 so that people are reminded that the day is an "HLC day". He thought many knew that but a schedule should go out as soon as possible so that people don't make other plans. Judy indicated she would get something out early next week.
5. **Other.** Chancellor Casey suggested that this Steering Committee and the Strategic Positioning Task Force work together to develop a questionnaire to gather information from the PIAC members when they are here on campus October 26. Marilyn suggested that the questionnaire be very specific for each program rather than taking a global approach. Everyone agreed that this would be the best way to gather the most information. Since most of the departments had already sent out their PIAC letters, it was suggested that maybe a second letter should go out, so that the PIAC members realize that we really need their input and that October 26 will be the opportunity for them to give us that input. It was mentioned that what so often happens at these PIAC meetings is that we do all the talking and the members just listen. We want to make sure that they know it will be different this time. It was also suggested that a personal call to each member might help to get a good turnout. Chancellor Casey indicated that if calls are made, there should be a prescribed

script used. All felt that it was very important to get a very good turnout on October 26 as this would be our last opportunity to get the input we need. Judy volunteered to draft a letter to send out to the PIAC members.

The meeting adjourned at 3:00 p.m.

Submitted by Barbara Cournia, Academic Affairs
9/29/05