

**University of Minnesota, Crookston  
HLC Steering Committee Meeting  
January 23, 2006  
Selvig Hall Room 308**

***Meeting Attendees: Bill Peterson, Dan Svedarsky, Michelle Christopherson, Steve Hannah, Bruce Brorson, Sue Brorson, Richard Nelson, Judy Neppel, Kevin Thompson, Mark Huglen, Owen Williams, Laurie Wilson, Tricia Sanders, David Seyfried, Dave DeMuth, Bob Nelson, Chuck Casey, John Zak and Joe Massey.***

**Agenda**

**1. Third Party Comment J. Neppel**

J. Neppel distributed comments, listing key pieces pulled from Accreditation Handbook pertaining to the accreditation process and making it visible to the public and offering the public opportunity to participate in the process.

- A. Identify constituencies:
- Students
  - Financial Supporters
  - Local, state and national communities
  - Partners, employers and PIAC's

Northwest Ag School, Alumni, Outstanding Alumni (Joe Massey) PIAC Committee Members, Advisory Committee, TeamBackers, Articulation Agreements, Concurrent Enrollment Partners, AURI, NWROC, Valley Technology Park, Government Officials, H.S. Superintendents, Employer Survey (Cavalier) Focus Groups, Roseau and Warroad for BMM program.

*Internal & External (Owen Williams) break down constituencies*

- B. Suggestion of media and publications for notice placement:
- Web site
  - TORCH
  - Eagles Eye
  - Local newspaper
  - Other

Advertising in NW Minnesota, official county Newspaper should house the advertisement, East Grand Forks Exponent.

**2. Self Study Progress**

**J Neppel and M. Huglen**

M. Huglen explained process of study and overview. Different drafts of chapters and submission of each. J. Zak has the Introductory Chapter to present pertaining to the format and look of the electronic document. A design team has been created K. Thompson, O. Williams, S. Hannah, T. Sondreal, D. DeMuth & M. Huglen. Written chapter one is done and chapter 2,4,5 are finished. Chapter 3 is in process and the Distance Chapter is in final draft stage. All is moving forward.

Federal Compliance meeting is scheduled Tuesday, Jan24 as a supplement to the self study. J. Neppel says we are 2 weeks behind with our work according to schedule previously set by committee. Criterion 3 is working being edited and slimmed down for more concise information.

**3. Facilities and Preparation**

**J. Carlson**

Jim Carlson accepted invitation to create and develop facilities preparation of the HLC site visit. Jim is currently cataloging locations of displays around campus displays are linked by page and location electronically. Jim is in the process of locating responsible party to assist

with design and implementation, primarily those parties who are close to or are in charge of each display.

Offices and classrooms are or will be requested to have schedules listed.

The standard mission statement will be made public in all classrooms, displays and department offices. There are a few blank areas needing some work and design.

Jim too has created a document electronic...flow or process for future HLC visits.

Bill Peterson brought up his visit and experience at last years HLC Conference to discuss facilities preparations at 2005 conference that may assist in additional areas to address.

#### **4. Design Team Review**

#### **J. Zak and S. Hannah**

S. Hannah reported on electronic design and visual process of chapters 1, 2, 4 & 5

Seven to ten graphics per chapter have been taken from official documents to show breakdown and visuals. This data was made available to visualize the message and language used to better describe information. The electronic document will emphasize and communicate visual messages that will compliment the written self study report.

J. Zak distributed Intro contents and publication of the self study report in full color.

Presentation of written document will use color and appealing visuals to also compliment text.

Use of Maroon and Gold, pictures, graphs etc. Document when complete will be 250 to 300 pages at 70 copies. Approx. 30,000 pages

All chapters read left to right, if an odd number of pages a page is left for notes. Ease of assembly. If changes need to be made building will be easier to organize, goal is to have the publication easy to read, appealing to look at along with making all material available on a CD.

#### **5. Evidence Collection**

#### **M. Grave and L. Wilson**

- TEAMS Spring Semester Course Reports (M. Graves unavailable for comment)
- Web Directory CV Upload Report

L. Wilson referencing the development of where CV's are posted. There are 72 CV's posted to date. Substantial progress is proven. Academic Adm. Asst. have played an active role in assisting with posting. Are Adjuncts over the last 2 years being included? How far back should we go?

S. Hannah suggested that instructors no longer on payroll have been swept from the directory. Once an employee is terminated or no longer employed the staff/instructor would be removed from the directory as the directory is for our constituents. (R. Nelson, B. Brorson, S. Hannah)

J. Massey requested to strike Brian Van Bossen, G. Petry, E. Bergeson and Kari Openshaw, Stephan Robberts from CV requests

Dr. Del Vecchio and the Ag Department are, to L. Wilson's knowledge 100% compliant to date with posting. More work is to be done, a lot in progress, but assistance from Dept. Heads is requested.

College in the High School (CIHS) is modeling directory for CIHS instructors electronically, Rhonda Miller is responsible for updating that material.

- Syllabus Manager Population Report

L. Wilson reports that the goal was to have 90% or more syllabi posted. (To Date)

52% Spring 2006

97% Fall 2005

44% Summer 2005

76% Spring 2005

65% Fall 2005

15% Summer 2004

45% Spring 2004

44% Fall 2003

R. Nelson asked why instructors haven't complied with submission and posting of syllabi as part of the U of M policy. B. Brorson mentioned that all Admin Asst. had the authority to post, instructors were accidentally duplicating. The only people now able to add a course are K. Nelson, B. Brorson, S. Hanna have access to post or make a change request for courses. J. Neppel stated (B. Brorson concurred) that the syllabi manager is clean and current but that there is some work to be completed. If ITC has the material the file is updated. What we see missing is probably still in the hands of the faculty.

C. Casey stated that a lot of effort focused on the wrong things. We have a long way to go and a short time to get there, since fall syllabi took a long time to get to 90%...how can we maintain this after next fall? The mechanisms are out there, said Neppel, the syllabi and agreements are built into Adjunct agreements...to name one avenue. It is being addressed.

Going to print prior to end of February  
Feb 28<sup>th</sup>. Drop dead date for off campus EXIT.

Workshop discussion to complete uploading, entering of data, TEAMS input.  
Most instructors have an understanding of what needs to be done,  
(J. Neppel)

Our hope is for a policy to create or group of outcomes for a single course that is consistent. (J. Neppel) Dr. Selzler is working with the AS& P committee in developing this

J. Neppel, looking at another 4-7pm workshop or gathering to tie in missing pieces.

C. Casey thanked all in the room for all the work, time, effort and energy put into the entire HLC visit/self study report.

## **6. Other**