

HLC Steering Committee
Meeting # 10
Tuesday, January 18, 2012
4:00 p.m. Student Center, Room 308

Attendees: Marilyn Buck, Bryan Byers, Clare Chatot, Nancy Cronk, Rodney Davis, Alan Hargrave, Bernie Hannon, Kay Hodson-Carlton, Leisa Julian, William Knight, Michael Maggiotto, David Perkins, and Greg Wright

Not in Attendance: Ted Buck, Hollis Hughes, Chip Jagers, Dan Lutz, and Barb Phillips

Discussion:

Marilyn Buck

- A poll of who plans to attend the HLC annual meeting in the spring was taken. Those indicating they would attend are: Nancy Cronk, Kay Hodson-Carlton, David Perkins, Clare Chatot, Leisa Julian, Bernie Hannon, William Knight, Bryan Byers, and Marilyn Buck. The group was told that there is an extra charge for the writing portion of the conference.
- The minutes approved with corrections made by Leisa Julian and a correction to Rod Davis' name on page two.
- Michael Maggiotto and Marilyn Buck reiterated to the Council of Deans the importance of getting the information requested put on SharePoint as soon as possible.
- Marilyn Buck asked that the Federal Compliance be added to the committee chairs' progress report.
- Marilyn Buck, Michael Maggiotto, Alan Hargrave, and Dan Lutz will be presenting at the Student Affairs directors' meeting on Thursday. It is the intent to explain their role in this process and have them set up meetings with all employees in their areas. Everyone needs to understand the mission of the institution and be able to articulate that. It is the plan of Marilyn Buck and Michael Maggiotto to visit all areas on campus. There is another informational meeting scheduled for Business Affairs.
- All of the minutes for the Board of Trustees' meetings from 2003 to present have been posted. It was unclear if they were posted to the website or to SharePoint; Marie Douglass will find out where they are posted and let the committee know where to find them.
- David Perkins reported that there are still many areas on SharePoint that have nothing posted. One of the areas he cited was Student Affairs. Alan Hargrave pointed out that Student Affairs had several areas listed under it and he has added materials to Housing and Residence Life.
- Another element to the retention issue is the First-Year Experience Committee has taken over some of the Retention Committee efforts. Notes from those meetings should be

posted. It needs to be determined where these should be posted, whether it is on the Associate Provost's area or some other place.

- Committee Chairs reported the progress of their subcommittees:
 - Criterion One—*Mission* Clare Chatot (Dan Lutz)
 - Group 1AB is beginning to outline.
 - Group 1C is the furthest along and they are also beginning to outline. They still need to upload information on SharePoint from the individuals the group interviewed. This group is looking for information that supported the formation of the office of Diversity (Charles Payne). Marilyn Buck offered some guidance on the office of Diversity, of which Charles Payne is not the first director. Michael Stevenson was the first appointment. Kay Hodson-Carlton said that Marilyn Ryan, a fellow nursing faculty, was on the task force that created that position and she has documentation on this so she would be a good source to contact.
 - The diversity committee, in the last three or four years has been required by law. Marilyn Buck is not sure if there are minutes from the Diversity Committee but there is a report. This committee reports to the Board of Trustees.
 - Group 1D still has more people that they would like to talk with and then they will be ready to begin the outline process.
 - Criterion Two—*Integrity* Nancy Cronk (Chip Jagers)
 - Nancy Cronk has received feedback from all of her leads. Jim Ruebel will be especially pleased to hear that the minutes for the Board of Trustees have been posted. Thalia Mulvihill, the lead for 2D, has been working on Extended Education. 2A is still working at defining what are auxiliary functions. Bill Knight suggested that it was meant to be more global and that we should not limit our response to Ball State's financials. It was established that neither Extended Education nor the Foundation would be considered auxiliary. Alan Hargrave thought that the reason for this terminology was that some universities have many privatized functions and they wanted to include those because the integrity of those auxiliaries is still the responsibility of the university.
 - Criterion Three—*Academic Programs-Quality, Resources, and Support* Bryan Byers (Alan Hargrave)
 - This group was under the impression last semester that there would be lots of information for the committee members to get from SharePoint, however, this has not been the case. This group is turning to the college documents to seek out additional information.
 - Marilyn Buck suggested that the committee invite the deans to their meetings and ask them questions and request supporting documents.
 - Criterion Four—*Academic Programs-Evaluation and Improvement* Kay Hodson-Carlton and David Perkins
 - Kay Hodson-Carlton distributed a handout (appendix A) on the progress of Criterion 4A and 4C. These groups still have some gathering to do but

- felt that they have made good progress on the individuals they have contacted.
- David Perkins reported on 4B. He also was disappointed in the information being posted on SharePoint. As a result of the lack of useful information, David Perkins and Kay Hodson-Carlton have decided that they are going to reconvene the whole subcommittee and make assignments to individuals to obtain the information this group needs. Each person is to get a summary from their assigned area. They will be asking their contact person to write the summary. If they don't the committee member will be responsible for writing it. This group cannot wait any longer for the SharePoint information to come together.
 - Criterion Five—*Resources and Planning* Rod Davis (Bernie Hannon)
 - Rod Davis, Bernie Hannon, Randy Sollars, Jeff Lang, and Bruce Geelhoed met with Randy Howard to go over the entire gamma version of Criterion 5. Rod Davis has asked Junior King to do a similar presentation of the IT area of Criterion 5 and Kevin Kenyon to go through the physical plant and geothermal project.
 - Federal Compliance—Leisa Julian
 - There are eight requirements. One of the requirements is the public notification of the visit and Marilyn Buck said that she would take care of that.
 - The other seven requirements have been divided amongst the subcommittee members
 - The federal requirement on credit hours states that the institution or departments must have a policy for credit hours. John Ledbetter is heading up that particular area but it is beyond his purview to write the policy.
 - Marilyn Buck said that there would probably be a task force appointed to write that policy and get it through the governance system. It may focus department chairs checking for compliance.
 - The rule states that, there is one hour of in class time and 2 hours of outside assignment or project for each credit hour, for a period of 15 weeks or equivalent. This equals 135 hours for each 3 credit hour class.
 - Summer classes can be very flexible but still need to comply with this rule.
 - Another federal requirement involves student complaints. Marilyn Buck houses the log of student complaints in her office.
 - Ted Buck was not present but Marilyn Buck reported that, in response to the last meeting, he is working on getting communications out to the students.
 - Leisa Julian asked about the communication process and if the committee had attempted to send information via the communication center to employees. Information has gone out through the President's Perspective but not through the communication center. Marilyn Buck and Michael Maggiotto are meeting with all groups on campus as a way of spreading the word about the accreditation process. Marilyn Buck suggested that Ted

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Buck and Greg Wright consider sending out information via the communication center. Marilyn Buck still needs to talk with Tony Proudfoot about getting a countdown to the accreditation put up. She is waiting to get a specific date for our visit. We have asked for fall of 2013. The report will be all electronic with links but no hard copies. At least three months out the HLC team will have the report. If we want to make changes or additions after that they will be presented as an addendum after the team arrives. After the draft is complete next fall we start getting input from within the institution and then outside the institution. We can dispute the team's findings if we feel that they misinterpreted facts.

- The whole process will not be over until spring 2014.

The meeting adjourned at 5:05 p.m.
Next Meeting:
Tuesday, January 31, 2012
Student Center, room 308