HLC Steering Committee
Meeting # 13
Tuesday, March 13, 2012
4:00 p.m. Student Center, Room 308

Attendees: Ted Buck, Bryan Byers, Clare Chatot, Nancy Cronk, Rodney Davis, Alan
                    Hargrave, Kay Hodson-Carlton, Leisa Julian, William Knight, Dan Lutz,
                    Michael Maggiotto, David Perkins, Barb Phillips and Greg Wright

Not in Attendance: Marilyn Buck, Bernie Hannon, Chip Jaggers, and Hollis Hughes

Notes for February 28, 2012 were accepted without revision.

Discussion
- Michael Maggiotto—met with Tom Taylor, Vice President of Enrollment Marketing and
  Communications about posting information on SharePoint. Tom felt that some of the
  documents have confidential information and they need to be modified before posting.
  Carol Kosisko from University Advancement and the administrative coordinator for Phil
  Repp were encouraging about posting to SharePoint, however, will follow-up with Akin
  Hudson and Phil Repp. Michael Maggiotto could not find any annual reports for IT on
  SharePoint. Dan Lutz said that he would check on this.
- David Perkins—asked Bill Knight, as a member of the University Assessment
  Committee, if there documentation that lists the goals, how are we measuring them, and
  what we are doing with this information. Bill didn't know of anything. Through
  additional conversation Bill determined what he thought David was asking for (the plan
  behind the core curriculum) and agreed to send that information.
- Committee Chairs reported the progress of their subcommittees:
  - Criterion One—*Mission* Clare Chatot (Dan Lutz)
    - Clare Chatot has begun writing. She has found some holes but was able to
      find the information she needed. Criterion 1C in reviewing the new
      Strategic Plan (SP) noted the lack diversity and multicultural language and
      launched an email campaign to address this with the SP committee. Tom
      Lauer, member of the new Strategic Plan mission statement, is to get with
      Clare's group to discuss the lack of diversity language in the new plan as
      compared with the current plan. There are possible modifications to be
      made.
  - Criterion Two—*Integrity* Nancy Cronk (Chip Jaggers)
    - Nancy Cronk is meeting with each team lead tomorrow and they are to
      have something in writing that they can discuss.
  - Criterion Three—*Academic Programs-Quality, Resources, and Support* Bryan
    Byers (Alan Hargrave)

- Bryan Byers is also writing and he and Alan Hargrave have provided a draft model of some text, using the citation format Ted Buck and his group formulated (Appendix A). Bryan distributed the example to the group present.
  - o Criterion Four—*Academic Programs-Evaluation and Improvement* Kay Hodson-Carlton and David Perkins
    - David Perkins has begun writing in the sense that he is taking a lot of notes, and is organizing these notes and summaries. He has encountered gaps, one of which is the core curriculum. His subcommittee does not have anything at this time. Michael Maggiotto offered this analogy of the core at this time. The core curriculum has a cycle of reporting beginning the third year and it is still in the data collection period. There probably is no reported data yet, just collected data so we can present the plan but not the results. Alan Hargrave suggested that David Perkins get in touch with Howard Hammer who is writing that section in their group. Howard is the University Core Curriculum chair.
  - o Criterion Five—*Resources and Planning* Rod Davis (Bernie Hannon)
    - Rod Davis is meeting next week with all his groups and they are to bring something in writing that will include:
      - Main points
      - Who provided the information
      - Document of evidence
  - o Federal Compliance—Leisa Julian
    - This group is gathering documentation. A challenge has been finding some broken links on the website, but they are in the process of being fixed. These broken links may be a result of the transition to Sitecore.
- Ted Buck asked if everyone received the email about the citation format and if there were any questions or concerns about that. It was agreed they would use commas between each element of the citation so there wouldn't be parentheses inside of parentheses. The elements to be tracked in the citation include:
  - o Who is responsible for that document (unit name)
  - o Exact name of the document as it appears on the document itself
  - o Date and/or year of the document
  - o Page and paragraph number of the cited information within the document
- Another part of the citation the group decided would be important, besides paragraph number, is a table number.
- The second topic to discus is where to put documents and how to organize them.
- There was discussion concerning the need for a folder for cited documents and a folder for support documents and it was decided there was a need for both. Dan Lutz will add the folders the SharePoint.
- Dan told the group that there is a way to move files within SharePoint but the easiest way is to download them, save to their hard drive, rename them, and then upload them back into SharePoint leaving the original file in its original location.

- Some of David Perkin's subcommittee members put a "read me" file in the directory to point to the original file.
- Dan Lutz suggested going into edit properties and creating a title that the group could name using agreed upon convention. Dan will add the column "Title" to SharePoint so that descriptive title will show up. Dan thought that it might be a user preference by going to my settings, view properties, long title, user change, modify view, title.
- Deciding that it is important to preserve the original name of the file; the title addition makes sense.
- Possible common convention:
  - College
  - Department
  - Report name
  - Location
  - Date/to determine what version
- Clare Chatot suggested that the title be the same convention as the cited convention that Ted Buck sent to the committee. Including the page number and paragraph would not be necessary.
  - Unit name
  - Documents name
  - Document date or year
- If the file comes from, for example, a link from the website, the file name can be changed because the file only exists because the committee member saved and uploaded it. No title is necessary
- There was also a discussion about saving an excerpt in cited documents rather than pointing to the whole document.
- Alan Hargrave reported that he was having difficulty saving links in SharePoint and Dan Lutz said that he would look into his problem.
- The final report will be a self contained document with links. They will not link back to SharePoint. The reviewers will be given access to SharePoint and possibly a half hour meeting to show them how to use SharePoint with instructions on where to find additional information mentioned in the report. This accomplished two things.
  - It gives the reviewers what they need when the need it.
  - It shows the university is transparent.
- Once the team is determined, an invitation should be presented to the team leader to attend a tutorial for SharePoint. The committee should only communicate with the chair.
- The exception to this is the minutes from the Board of Trustee meetings. This folder is too large to be resaving and moving. These will be cited back to the original location in SharePoint. When citing information found in the minutes of the Board of Trustees, pull out the cited part, create a file with that information, put that in a cited folder, and point back to supporting documents for the entire folder of minutes which will link back to the original section in SharePoint where the minutes are housed.
- It is a good practice to include the word (extract, before the page number) in the file name of material taken from a larger document.

- It was determined that commas could be used in the title but not if the file had to be saved with a different file name. In this case it was decided that underscore will take the place of a comma.
- Ted Buck will send out something in writing for the committee. The consensus being that if a file is being resaved to the criterion sections the file name is to remain the same and a title is to be added following the citation information sent out by Ted. All files in the criterion folders should follow this same title naming convention.

The meeting adjourned at 5:15 p.m.
Next Meeting:
Tuesday, March 27, 2012
Student Center, room 308