HLC Steering Committee Meeting # 18 Tuesday, September 11, 2012 4:00 p.m. Student Center, Room 303

Attendees: Marilyn Buck, 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: Bernie Hannon, Chip Jaggers, and Hollis Hughes

The notes for August 28 were approved with one correction. The correction was to add the year to the date in the last bullet point on page two.

391 days left until the HLC visit

Old Business:

- Ted Buck presented the revised completion schedule to the committee.
 - o Edited draft reports back to committees for review by 9/24
 - o Committee feedback/revisions due by 10/5
 - o Final revised drafts back to committees for review by 10/11
 - Final committee approvals of reports by 10/17
 - Draft report posted online by 10/23
 - o Feedback period begins **10/24** (immediately after fall break)
- Ted will make revisions to obtain a consistent tone and format while looking for holes or places that need clarification.

Announcement:

- Marilyn Buck has been asked to attend the cabinet meeting on September 18. She will be addressing:
 - The drafts turned in by the committee members and the timing of the reviews as well as the ideas for communicating the message about accreditation to the rest of the University.
 - o How several of the committees struggled to get information because some areas were not putting the information needed on SharePoint

HLC Steering Committee Meeting # 18 Tuesday, September 11, 2012

- o The need to meet with all employees.
- The groups Marilyn Buck and/or Michael Maggiotto have met with at the present are: Student Affairs (Directors); Business Affairs (Vice Presidents and Department Heads); Human Resources; University Police; Payroll and Employee Benefits; University Computer Services and Telephone and Postal Services; Controller's Office (Finance Systems and Technology); Counseling and Health Services; Disabled Student Development; Student Life; Health Center; Unified Technology (Unit Heads); Dining Services; University Advancement (Unit Heads); and University Development (Unit Heads).
- Leisa Julian said Business Affairs professional staff will meet on November 13 and could accommodate Marilyn Buck and/or Michael Maggiotto for their accreditation process presentation. Leisa is to get with Marie Douglass to confirm the timing.
- Alan Hargrave is waiting until fall 2013 to schedule this presentation because of the turnover in his staff.

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Discussion:

- There was discussion about getting the students excited or involved in the accreditation message.
 - One way to reach the students was through student government, student organizations, and residence halls.
 - o The committee needs to come up with something to help the students remember the main aspects of the mission statement.
 - o Working with Student Life.
 - o Barb Phillips wanted to know if accreditation could be covered during orientation.
 - The discussion revealed a better time to introduce accreditation to the students might be welcome week.
 - o Posters around campus would help bring up the level of awareness.
 - o Possibly some type of app.
 - o A competition about Ball State Facts with prizes.
 - o A message could be placed on the current student page.
 - o Use Late Nite to get a message out.
- The Higher Learning Commission (HLC) reviewers will not ask the University to send them students to interview. The University can ask certain students to represent the University at an open forum. The University would try to make sure the different interest groups were represented but the forum would be open to all students.
- Letting the students report on the accreditation on radio and TV might bring a new creative take on what accreditation means to the students.
- The staff should also get involved. They should be able to tell the reviewers the reason the University is going through accreditation and why they should care.
- Other discussion points were ways to encourage faculty and professional staff to get involved in the feedback to the drafted report to the HLC. How to show them this is an important part of their job. Brain storming ideas included:

- A video of the President with an introduction similar to the "Roll out the Red" campaign.
- o Vice Presidents and Deans need to reinforce the need for feedback to their employees, department chairs, and faculty.
- o A message on the Ball State home page.
- o Email messages sent out by Vice Presidents.
- o Communication about the importance of feedback at faculty meetings. Is there something missing about your department? Do you have a better story to tell?
- o Involve the Provost.
- o The average employee has so much communication to sort through an old fashion meeting might be more effective.
- o An electronic message from the Provost or President.
 - Follow up with the Deans asking faculty if they saw the message.
- o The University will need to use several different channels to get the message out if they want to reach the maximum number of employees.
- o Point out what sections are relevant to different individuals. No one wants to read through 200 pages.
- o Give stipend to a number of our best critical thinkers to give feedback.
- O Deans and Vice Presidents might pick out a few items and ask others to give feedback on those points.
- o The draft might be set up so there are a couple of sentences that summarizes the section and then a "read more" link so if this section was relevant to the individual they could get more detail.
- o To get the feedback from individual that are not as verbal as some there could be, built into the draft, questions that would solicit brief comments.
- o A summary of the main conclusion of a section that would encourage a response.
- o Include a critical reading guide.
- o Ask if points were missed.
- o The University needs to get the message to the various tiers.
 - Marilyn Buck should relay this message to the cabinet.
- o Use the subcommittee members, give them a section and ask for them to respond.
- The goal is to ensure that there isn't something big out there that the committee missed.
- The biggest concern is people will think we need to hide something. If we find something we have fallen short on, face the issue, find a solution, and follow through. If the HLC team finds a problem that we didn't bring up they will ask themselves, what else are they hiding?

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2012-2017 Mission Statement

Mission

As a public research university, we focus on students and high-quality, relevant educational outcomes. Disciplinary knowledge is integrated with application. We do this in a manner that fundamentally changes students, researchers, and our external partners, who look to the university for guidance. We transform information into knowledge, knowledge into judgment, and judgment into action that addresses complex problems.

The meeting adjourned at 5:11 p.m. Next Meeting: Tuesday, September 25, 2012 Student Center, Room 303