

HLC Steering Committee  
Meeting #2-update  
Monday, August 22, 2011  
10:30 a.m. – 11:30 a.m. AD G28

Attendees: Marilyn Buck, Michael Maggiotto, Alan Hargrave, Dan Lutz, Chip Jagers,  
Bernie Hannon, Tony Proudfoot and William Knight

#### Welcome and Introductions

- Marilyn Buck welcomed everyone present and made introductions.

#### New Business

- Marilyn Buck said that President Gora will be sending out official letters acknowledging this committee.
- The individuals present are not the major writers but will help with support and act as liaison to your VP area.
- Marilyn Buck went over the time line for the HLC visit.
  - We are asking for a fall visit (Oct/Nov 2013)
  - As soon as we get a date we will begin a countdown and keep the date on everyone's radar.
- Marilyn Buck explained that the job of these present at this meeting is to make sure assessment is being done and that it is being documented. The actions being taken must be documented. They are to represent their VP areas to be sure they are adequately represented in the self-study report.
- Marilyn Buck explained that Ted Buck's role will be to take the documents written by the steering committee and write them in a common voice.
- The HLC reviewers will receive documents electronically.
- Marilyn Buck said that we still needed names of individuals from Enrollment, Marketing and Communication (EMC) to serve on the steering committee.
- Marilyn Buck explained that how the institution conducts their self-study is up to the institution. We will look at our strengths and weaknesses; highlighting our strengths and acknowledging our weaknesses. Offering solutions for improving our weaknesses.
- Michael Maggiotto said that the limit has been set at 200 pages for the main report but there is no limit to the hyperlinks documenting the statements made in the main report.
- Marilyn Buck said that we have the beta version of the criteria. Some of the criteria stayed the same, others changed with a great deal of focus on criteria three and four.
- Marilyn Buck did not think the HLC regional meetings are necessary for this group but it would be valuable to go to the annual meeting in March.
- Tony Proudfoot asked if the changes the HLC is making was for Ball State or for everyone. Bill Knight said that the changes are for everyone and that one of the reasons they are being made is so the criteria will be easier to write to.
- Michael Maggiotto said that the HLC sets minimum expectations but Ball State does not want to write to the minimum expectations. If we discover some minimum expectation we need to work on, we will address the issue and offer improvements.

- Marilyn Buck said that a new piece is the explanation of what constitutes a course. The integrity of the number of hours put into a three hour course. The areas we will be looking at are the distance education, one month study abroad, independent learning class, as the HLC review team will pay close attention to these courses and randomly select other, more traditional courses for review. All courses must meet the new rule.
- Michael Maggiotto said that these types of courses need to justify the outside class time.
- Dan Lutz asked about the 3 hour credit class and what can be counted towards the out of class time such as a 40 hour lab or workshop.
- Michael Maggiotto said that a one hour class should have two hours of outside class time. Over a 15 week period or adjust the length of the class time to equal 135 hours of work per three credit hour class.
- Federal guidelines will include our policy to prove students taking online courses are the correct person.
- Chip Jagers asked how the Strategic Plan played into this process.
- Marilyn Buck said everyone should document the decisions made because of the Strategic Plan.
- Michael Maggiotto said it is about actions taken because of the Strategic Plan, how do you spend, what is the planning, recognizing areas under funded, what did we learn, how do we learn, fail, succeed, or over succeed.
- The VP areas are responsible for articulating our mission and understanding their role.
- We still have ten years between visits from the HLC but will be asked to do reports between visits in the future after the 2013 visit.
- Bill Knight said that documentation is key, share the knowledge and getting the message out.
- Marilyn Buck told how the Miller College of Business (MCOB) fell short in their visit. Their faculty did not know they were a part of the process. The MCOB will have a return visit because of this. We need to make everyone aware of what is going on and make them a part of the process.
- Michael Maggiotto suggested we have a website update and encourage everyone to see/ follow the process.
- Marilyn Buck said that an ilocker was established for the steering committee. Dan Lutz will check and make sure that the ilocker account is increased from the standard 2G. Dan asked if we wanted a discussion board. Michael Maggiotto and Bill Knight said that there was no need for a discussion board at this time. Dan suggested getting the word out through sitecore; sharing files might be accomplished better in SharePoint.
- The board is receiving a progress report on this process at each board meeting. Two board members have been appointed to the steering committee, Barb Phillips and Hollis Hughes. Barb has been a program reviewer for a particular curricular area in the past.

The meeting was adjourned.

Next meeting and location TBD