

HLC Steering Committee  
Meeting # 3  
Monday, September 12, 2011  
4:00 p.m. Student Center, Cardinal Hall A

Attendees: Marilyn Buck, Michael Maggiotto, Rodney Davis, Nancy Cronk, Kay Hodson-Carlton, David Perkins, Clare Chatot, Bryan Byers, Alan Hargrave, Chip Jagers, Ted Buck William Knight and Barb Phillips  
Not in attendance: Dan Lutz and Bernie Hannon

Introductions:

Marilyn Buck introduced our new Executive Director of Institutional Effectiveness, William Knight, Ted Buck from University Marketing and Communications and Ball State Board member, Barb Phillips.

Old Business:

- Reviewed attendance to HLC regional conference. Marilyn Buck, Michael Maggiotto, Clare Chatot, Nancy Cronk, Bryan Byers and David Perkins have already attended a meeting. Kay Hodson-Carlton and Rod Davis reported that they have registered for conferences coming up.
- The committee was reminded that the annual HLC conference is to be held the end of March, beginning of April and it is recommended that all attend.

New Business:

Committee chairs reported progress of their subcommittee selections:

- Criterion One-Clare Chatot (Dan Lutz)
  - Needs one person from CAP
  - Will contact Michael Gillilan from Student Rights
- Criterion Two-Nancy Cronk (Chip Jagers)
  - Needs one person from CAP
  - Will contact James Ruebel from Honors
- Criterion Three-Bryan Byers (Alan Hargrave)
  - Needs one person from University College, Advising
  - Needs two people from CAST
  - Needs two people form CCIM
  - Needs one person from CAP
  - Needs one person from MCOB (Clare will provide one of the two Bryan needs from this area)
- Criterion Four-Kay Hodson-Carlton and David Perkins
  - Will ask Gloria Pavlik from Student Affairs
- Criterion Five Rod Davis (Bernie Hannon)
  - Needs CAST
  - Needs CAP
  - Needs CFA
  - Needs additional people from CSH
  - Has asked two individuals from MCOB
  - Will contact Matt Kovach from Student Affairs, Housing and Residence Life

- All five criterion chairs are to submit their list to Marie Douglass.
- Future meetings will consist of a report from each criterion.
- Marilyn Buck said that we should identify areas that need improvement and when we find problems document the way we solved or are in the process of solving the problems. The committee should look at the faculty handbook for obsolete policies and for policies that we are not currently following. Make suggestions to the Provost and others to make these changes.
- Policies that we will need to take a look at include credit hour policy and the Distance Education policy on identifying the person taking the online course. At the present time the login is the identifier.
- Clare Chatot wanted to know who would be scheduling the Mission subcommittee meetings and Marilyn Buck said that Marie will be doing the scheduling. David Perkins told the committee about a link he used called doodle. He said that it was very easy to use and he would send it to the committee members.
- Kay Hodson-Carlton reported that Yasemin Tunc set up a SharePoint site for criterion four.
- There was a discussion about the SharePoint site for the Assessment Committee. This site is collecting Student Learning Outcome (SLO) information. It was determined that the information collected by this committee would be helpful to Criterion four. Marie Douglass will arrange to have Kay Hodson-Carlton and David Perkins to be added to full permission rights to that site and will send the spreadsheet for the 2010 SLO results.
- David Perkins also asked Michael Maggiotto if individuals from his college have submitted reports on SLO to the dean's office. Dean Maggiotto said that some have included that type of information in their annual report; others made it a separate report.
- William Knight told the committee about a survey that the Assessment Committee will be sending out soon to determine if SLO have been identified, where they are stored etc.
- Marilyn Buck said that the committee wants to determine that all departments are identifying SLO, doing assessment, and closing the feedback loop. The survey will then become evidence.
- Michael Maggiotto suggested that it was important to know the culture of each department because each has their own way of doing things and we want them to see the value in what is being done instead of seeing it as an administrative exercise.
- David Perkins asked William Knight to send him a copy of the survey. Bill said that it was not too late to add or change the survey if David had suggestions.
- Michael Maggiotto said that in looking at the SLO the assessment was at varying degrees of quality and the committee could make suggestions for improvement. The department may think that they have a strong program but because your committee will see many programs you may see weaknesses the department did not.
- Nancy Cronk said that she would like to observe a board meeting and asked if that would be acceptable. She was told that she could attend a meeting.
- Bill Knight said that another area to look at for criterion two would be athletics, academic dishonesty, handbooks etc.
- Marilyn Buck said that the work on the website will soon begin. We can use it to archive our minutes as well as post other information pertaining to the accreditation process.

- Barb Phillips said that it is important to show that we are doing what we say we are doing.
- Marilyn Buck said that we need to show that everyone understands the mission of the university. It will be up to us to find out if others know; ask questions, tell the story, talk about this.
- The schedule for future meetings was discussed. This time slot seems to work for everyone but Mondays and Thursday created problems. It was agreed that Marie would send out a doodle poll to find out what day (Tues. Wed. Fri.) would work best and then a meeting schedule would be set for every other week.
- Michael Maggiotto said that now that we have the beta version, the subcommittees need to decide how to proceed; how they will collect the data.
- Alan Hargrave suggested that it was important to have a hierarchy in SharePoint.
- Ted Buck said that a file structure should be determined so others would know where to find the data they need.

Meeting Adjourned at 5:17 p.m.  
Next meeting to be determined