

HLC Steering Committee
Meeting # 7
Tuesday, November 8, 2011
4:00 p.m. Student Center, Room 308

Attendees: Marilyn Buck, Michael Maggiotto, Rodney Davis, Nancy Cronk, , David Perkins, Clare Chatot, Ted Buck, Dan Lutz , William Knight, Barb Phillips, and Greg Wright

Not in Attendance: Chip Jagggers, Kay Hodson-Carlton, Bryan Byers, Alan Hargrave William Knight, and Bernie Hannon

Announcement: Marilyn Buck announced that the President and Provost reception for this group on December 6, in the Forum room will take the place of the meeting scheduled at the same time. She asked that each committee chair check with their subcommittee members to make sure they received an initiation.

New Business:

- Dan Lutz gave a presentation on SharePoint (SP) and showed the committee the different tabs and levels to store information.
- Rod Davis wanted to know how he will know what is in SharePoint that applies to his criterion. Dan Lutz explained that the original use of the SP was for the Assessment Committee to store Student Learning Outcomes and Assessment. The files and folders were not defined so now the deans' area is set up to put annual reports.
- Marilyn Buck suggested that Rod's groups set up interviews to get background and information then find out from those individuals the location of the documentation to support this.
- Michael Maggiotto said that the SP site was a place to move information into the various criterions to be used to write the accreditation report.
- Dan Lutz said that individuals could be asked to send documentation directly to SP by attachments to emails. Dan Lutz briefly described how that would work.
- Clare Chatot said their groups looked at what they knew about their component, what areas they needed more information, and who they needed to talk with to find out this information. Then ask those individuals to send documentation to support what they were saying.
- Rod Davis determined that the SP was more important for storing information than gathering it.
- Michael Maggiotto suggested folders be added to Marilyn Buck's area to put Strategic Plan and Immersive Learning documents.
- Marilyn Buck said that SP was not the best way to document information but the university is working towards a better system working with Blackboard. Individuals on campus could choose to use either Blackboard or rGrade. The addition to Blackboard

will be our halfway piece. The university will be working on this when the reviewers come and it will become part of our interim report in pathways.

- Marilyn Buck said that it was important to announce areas that we need to work on at these meetings so we can begin the process of improvement. Michael Maggiotto added we will document what we are doing about your reports. This is an important part of the process.
- Michael Maggiotto said we have more than enough documentation at the university for each criterion. Our job is locating it and managing the information. We need to learn to tag the information so it can be found easier.
- Ted Buck reported that his team was unable to find a way to put a countdown on Sirecore. Michael Maggiotto asked if there was a way to put a cover page to get on to Sitecore that could house the countdown. Ted Buck didn't think that the web policy would allow that. Ted Buck said that Tony Proudfoot, Associate Vice President of Marketing and Communications invited Marilyn Buck to contact him about the issue. Dan Lutz suggested putting the countdown on the login page of Blackboard. The discussion on this suggestion determined that would catch the attention of faculty and students but not staff and service employees.
- Committee Chairs reported the progress of their subcommittees:
 - Criterion One—*Mission* Clare Chatot (Dan Lutz)
 - 1A- 1A3 is working on how institutions services coincide with its mission statements. 1A1 is working on finding statements of purpose, vision, values, and goals that clearly define its mission. Tony Proudfoot will address enrollment issues.
 - 1B- This group is working on multicultural and diversity issues. They asked questions and got language from Charles Payne, Institutional Diversity; Patricia Lovett, Multicultural Center; and Scott Cantrell, International Programs. Clare reported that looking at the current Strategic Plan, Diversity was way down in the Strategic Plan mission statement and thought perhaps it should be suggested that it be more prominent in the new Strategic Plan. Michael Maggiotto said that these findings should be brought to the committee's attention. They should be brought up at the meetings and emailed to Marilyn Buck and him so they can be documented and addressed.
 - 1C- this group worked on identifying community interactions/outreach and who they wanted to talk with. Joe Trimmer for Immersive Learning for the Virginia Ball Center, Kelly Huth from Building Better Communities, and Mike Goldsby from the Entrepreneurship Program.
 - Criterion Two—*Integrity* Nancy Cronk (Chip Jagers)
 - Nancy Cronk reported she is working on the next large meeting and dividing the criterion into smaller groups to begin data collection.
 - Criterion Three—*Academic Programs-Quality, Resources, and Support* Bryan Byers (Alan Hargrave)
 - Bryan Byers was not present so the committee received no report.
 - Criterion Four—*Academic Programs-Evaluation and Improvement* Kay Hodson-Carlton and David Perkins

- Kay Hodson-Carlton reported they have broken into three small groups. The small groups will be meeting next week. The criterion has made the most progress on 4A4, this is almost finished. The larger group will be meeting one more time before the end of the semester.
- Criterion Five—*Resources and Planning* Rod Davis (Bernie Hannon)
 - Rod Davis reported that this group has divided into smaller groups and each group will be expected to give a report at their next meeting and develop a plan to interview individuals. He wants to bring someone in to talk to the groups and help them understand what direction to take, possibly Barb Phillips. Rod Davis also wants Dan Lutz to attend their next meeting to show the committee members how to use SharePoint.

The meeting adjourned at 5:12 p.m.

Next Meeting:

Tuesday, November 22, 2011

Student Center, room 308