HLC Steering Committee Meeting # 8 Tuesday, November 22, 2011 4:00 p.m. Student Center, Room 308

Attendees: Marilyn Buck, Michael Maggiotto, Rodney Davis, Nancy Cronk, , David

Perkins, Clare Chatot, Dan Lutz, Kay Hodson-Carlton, Bryan Byers,

William Knight, and Greg Wright

Not in Attendance: Chip Jaggers, Bernie Hannon, Alan Hargrave, Ted Buck, Barb Phillips,

and Bernie Hannon

Announcement: Marilyn Buck talked about the HLC annual meeting to begin on March 30,

2012. The committee chairs are encouraged to attend. The information was sent to committee members via email yesterday. She thought that going to the staff sessions was the best use of time. All attendees will receive a flash drive with all sessions. The Provost will pay for this conference. Marie Douglass will send the fund code to be used to the

committee members.

New Business:

- Marilyn Buck started off the meeting by distributing the new gamma version of the criterion and going over some of the changes. She felt that the governance section was made stronger, an increased emphasis on institutional performance, evaluation of the importance of assessing how students learn, and ethical behavior issues in regard to research. She noted that the minimum expectations were not listed under the criterion but there was now a section "Assumed Practices" which should be answered as a yes or no with no judgment. If the answer is no, we need to fix it. The core components have to be met and that this version only has two buckets; you either meet the requirements or you don't. If we don't meet the requirement, we have two years to fix it. The subcomponents also need to be met but they may not cover everything. The subcomponents are where we, as an institution, show our individuality. We write to the core but the sub components must be addressed. Marilyn Buck reported that the final (delta) version will come out in February.
- The university must start work on the goal, or definition, of what is good enough in assessment evaluations (80%, 100%).
- Dan Lutz has attended several subcommittee meetings helping with SharePoint and he reported that there was some confusion about what the faculty were to be putting in SharePoint and wanted to know how we can communicate this more effectively. Is there a list of the documentations that should be downloaded to SharePoint?
- Michael Maggiotto will contact the deans and let them know what he is having his college do and why they are doing it.
 - o Department Assessment Plan
 - Changes made to that plan
 - Annual Assessment Report

- Outcome measures
 - If the reviewers need more detailed information they can drill down to the departments. All that information is at the departmental level.
- o Annual College Reports for the last ten years
 - Action Plan as a consequence
- o Accreditation report, the last two if they are on a 5 year cycle
- o Salary Documents
- o P & T Documents
- o Graduate faculty status
- o Chairs Handbook
- o Field Guide
- o Department annual reports (as well as college)
- o Old ICHE program review reports
- Current Ball State program review reports
- Materials concerning diversity
- o UCC21
 - When the course was approved
 - Assessment component
 - Syllabus
- o Collecting/supporting data
- Michael Maggiotto will send his fellow deans an email to inform them how he is using SharePoint. (Appendix A)
- This committee will need information from the president's office, board of trustees, and business affairs. The documentation from the Vice President's areas will be driven by what the committee needs. We need to get everyone here so they can go back to their areas and report on the needs of this committee.
- Rod Davis would like access to the minutes of the board of trustee meetings and Marilyn Buck and Michael Maggiotto were in agreement that the minutes need to be posted on a website. Anita Kelsey is the person that will need to do this. This falls to one of the areas needing improvement in the 2003 report on planning and transparency.
- This committee needs to show what we are doing not what we have done.
 - Marilyn Buck used an example of the geothermal project which involved the university making a decision, the decision didn't work, the university moved on to another plan.
- Marilyn Buck requested program accreditation and review information from the deans.
 She will be going through the documents added to the SharePoint site to create a spreadsheet that will show this information.
- There are new federal rules regarding credit hours. The university needs a task force to write rules for the university. The nontraditional courses are the most problematic.
 - Distance Delivery faculty initiated courses
 - o Correspondence Course the student sets the pace

- The amount of studying or homework given goes to the rigor of the course. A 15 hour load should have 30 hours of related work assigned.
- Is the rigor still there with our distance delivery (online) courses? If you don't find evidence that this is being done, ask about the course requirements.
- Michael Maggiotto said that it is up to the committee to look at the data and ask questions. If you have a bad feeling, whether it is at the university, college, or department level Michael Maggiotto and Marilyn. Buck will take it to Terry King to address. We are discovering things about ourselves. If we discover we are not doing what we say we are or what is required, we need to find out what needs to be done to get us back on track.
- Marilyn Buck explained a policy where 50 percent or more credits obtained from a source outside of Ball State will need to get approval from the HLC. This rule applies to certificates and degrees. Any percent from a nonaccredited source will need approval and/or go through a review process.
- Dan Lutz expressed some concern about the 50% rule and some of the certificates in Telecommunications. He will go back to the college and have a conversation with Dean Lavery.
- In addressing questions about the university infrastructure Michael Maggiotto said that there should be meeting notes on capital improvements.
- Marilyn Buck passed along information that Ted Buck sent her. The Accreditation website is live (www.bsu.edu/accreditation). This site will soon have prominent links in the Faculty/Staff area, Current Students area, and probably the president's site. The President's Perspective addressing the accreditation process is waiting on information on the strategic plan. The gamma version of the accreditation criteria will be updated, on the website, when received.
- Rod Davis asked that his GA be added to the SharePoint permissions. Dan Lutz will take care of this.
- Rod Davis had questions about where to find information on his criterion. It was suggested that the information might be in the Campus Master Plan. Tom Kinghorn would be a good source for this kind of information. The East Quad was cited as an example of an active project. The parking garage and music building are in place. There just needs to be four more academic buildings added to complete the project.
- Clare Chatot said that her 1A group wanted to know if there was a place that listed all the mission statements for the departments and colleges. No general place lists all of these and not all would have mission statements. The more important issue would be is the department/college mission statements congruent with the university's mission statement.

The meeting adjourned at 5:25 p.m. Next Meeting: Tuesday, December 20, 2011 Student Center, room 308