

HLC Steering Committee  
Meeting # 12  
Tuesday, February 28, 2012  
4:00 p.m. Student Center, Room 308

Attendees: Ted Buck, Marilyn Buck, Bryan Byers, Clare Chatot, Nancy Cronk, Rodney Davis, Alan Hargrave, Michael Maggiotto, David Perkins, Barb Phillips and Greg Wright

Not in Attendance: Bernie Hannon, Kay Hodson-Carlton, Chip Jagggers, Leisa Julian, William Knight, Dan Lutz, and Hollis Hughes

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Notes for January 31, 2012 were accepted without revision.

#### Discussion

- Marilyn Buck and Michael Maggiotto—have received complaints about the requests being made by some of the subcommittees. Marilyn Buck was approached at the Assessment Committee meeting regarding the summary form Criterion 4 was requesting. However, she discovered there was some miscommunication about the form and did not feel that the request was unreasonable given the way the information was being obtained.
- The subcommittee groups need to decide what they need and then this committee's chairs will go to the departments and/or deans with one list so there is no duplication.
- Michael Maggiotto—all of the College of Sciences and Humanities (CSH) information has been posted on SharePoint. The departments are still pulling information together. If this is not what you want be specific about what you need.
- Nancy Cronk—her groups found inconsistencies on the website so they were unable to use that information. The requirements for a major were the incorrect version. Nancy Cronk asked if there was a way to verify the information on the website. Marilyn Buck told her that she needed to look to see if the new core is present. These groups were trying to get the information they deemed necessary by sending out a survey.
- The suggestion was to determine the level of specificity and work from that point. There will probably not be a perfect alignment because the university is always changing and that is good. We need to be continually adapting.
- David Perkins—their group had colleges that wanted to report the assessment as a whole because they said all their units/departments used the same assessment formula. It was determined that although the process of assessment for those units may be the same the outcomes and exemplars would be different. He also thought the annual reports on SharePoint were too vague. He wanted to see the measures taken and results of those measures. Michael Maggiotto suggested that David go to the college information on SharePoint and if he did not find what he wanted ask the deans for the specific item that is missing or vague. Criterion Four has divided all the departments among their 18

members and they are having a conversation with each unit. This conversation is helping to fulfill their 4C element, evidence of persistence. Most departments do not have a policy on persistence but as David found out in his own department they do all kinds of things that promote persistence and these kinds of thing are only going to come out with a conversation. Marilyn Buck suggested this group should contact Bill Knight (Office of Institutional Effectiveness) for the 2011 graduation charts or Marie Douglass (Associate Provost Office) for the 2010 graduations charts. These charts show how long it takes a student to complete a degree by the number of years and number of semesters. This would be good number data. However, this group, however, wants more specific examples of retention.

- Michael Maggiotto—offered his college as a test to see if each criterion sent him a specific question and he sent it out to all his department chairs; would that generate the story that drives the numbers. The story is what makes us Ball State instead of some other college.
- Criterion Four has almost completed their summary reports and the chairs are ready to start their first draft. Several other chairs are ready to begin drafting their narrative so it was decided that these groups would continue with their plans to work on their first draft and in a couple of weeks they would start sharing these drafts with the steering committee and at that time they would work on filling in the holes.
- Michael Maggiotto felt that he had to intercept some of the requests from the criterion groups but in doing so he realized that Marilyn Buck and he had failed to be precise enough about what level to think about these items. He wanted them to think at a level that understood the dynamic of the institution.
- Marilyn Buck and Michael Maggiotto—wanted the chairs to take back to their subcommittee members how pleased they are at the level of commitment these groups have shown and let them know their work is very much appreciated. They recognize that they are trying to do their job really well but maybe a bit too enthusiastic for the units in which they are asking to provide the information. Michael Maggiotto wanted to be fair to the units and say that this is going on not in a vacuum. This is also the year of Banner, it is the time of year for annual reports and all the same people are dealing with these issues.
- Michael Maggiotto—is hearing SharePoint is intimidating. SharePoint does not have the data we need. What is the message that this committee wants to be taken back to the departments? Is it alright for the data at the departmental level to reside some place other than SharePoint? The group decided the data could reside some other place as long as they had access to it. Then the question was raised, how can we link to rGrade and Blackboard and a personal computer? These are the three most common venues information is being stored outside of SharePoint.
- Bryan Byers made arrangements with Sean Sriver and was given access to rGrade in order to retrieve data from Teachers College. He was not sure if that was done for the other groups.
- When the final report is written, all the data needs to be in one place.
- Bryan Byers listed the three things that the departments need to be doing.
  - Provide the right information.

- Make sure it is in the right place.
- Have a file name that makes sense.
- Michael Maggiotto—we have never, at the academic level, had a data warehouse or naming convention so what you are asking for, this university does not now have. To address this problem, Bryan has been downloading some of these files and resaving them with a common theme file name.
- Alan Hargrave—Criterion Three is ready to begin drafting and they will get the first draft then look for the holes and ask for specific information as they review their draft.
- Michael Maggiotto asked the steering committee if everyone is ready to begin drafting. The consensus was that they are so his suggestion was for the groups to begin drafting then; in the next couple of meetings the steering committee as a whole will look at the individual criterion drafts and see what is missing or needs more information. Marilyn Buck said that part of the university review process is to have others look for the stories that we missed or didn't know about.
- David Perkins thought the summary template his group is working from also is helping with the university awareness of the accreditation and the HLC visit and is causing the units to turn their thinking inward.
- Marilyn Buck and Michael Maggiotto are going to all the Administrative and Service areas to make them aware of the accreditation and the HLC visit. They want them to understand who they are and what they mean to Ball State. Everyone on campus should be able to say something truthful and thoughtful about what they do, why they do it, and why it is important. This will help with how completely individuals are engaged with the university. At some point, later in the process, faculty will be brought in to attend these kinds of meetings. They still need to meet with a couple of the VP areas.
- Michael Maggiotto—to reiterate, the assignment is to be writing with what we have then, after the first draft, sometime after spring break, we are going to have a meeting and discover where the holes are. At that point we will readdress the SharePoint issue and ask for specific information.
- Ted Buck—his group met on the issue of citing and organizing source documents. All documents being cited will need to be copied over into another folder. We may need to set up two folders, one for cited documents and one for support documents. The consistent format (Appendix A) for citing source documents is as follows:
  - Unit name
  - Document name
  - Document date or year
  - Cited page number
  - Cited paragraph number

The meeting adjourned at 5:15 p.m.

Next Meeting:

Tuesday, March 13, 2012

Student Center, room 308