

HLC Steering Committee
Meeting # 15
Tuesday, April 10, 2012
4:00 p.m. Student Center, Room 308

Attendees: Marilyn Buck, Bryan Byers, Clare Chatot, Rodney Davis, Alan Hargrave, Kay Hodson-Carlton, Hollis Hughes Leisa Julian, Michael Maggiotto, David Perkins, Barb Phillips and Greg Wright

Not in Attendance: Ted Buck, Nancy Cronk, Bernie Hannon, Chip Jagers, William Knight, and Dan Lutz

The notes for March 13, 2012 and March 27 were approved without correction.

Discussion:

Marilyn Buck –The final version of the criterion was approved and made available at the HLC meeting (Appendix A). The three dates the University has submitted for our accreditation visit are:

1. Sunday, October 6, 2013 – Wednesday, October 9, 2013
2. Sunday, October 27, 2013 – Wednesday, October 30, 2013
3. Sunday, February 2, 2014 – Wednesday, February 5, 2014

She urged everyone on the steering committee to keep these dates open. The University should be notified of the exact date no later than September. It was suggested that these tentative dates be added to the agenda for the Board of Trustees next meeting. There will be no entertaining while the reviewers are here. It is against HLC rules. The president may choose to meet with the reviewers and a few of the individuals in which they will be interviewing, including board members on Sunday. The first official meeting with the reviewers will be on Sunday night. One item taken from the HLC meeting that might help the writers is they will need to write to the core components A-B-C and the 1-2-3 underneath are the kinds of things supporting the core components. Not everything will fit in the supporting area and there will be areas, unique to Ball State, that will not be listed but the committee will need to tell the story to support that core component. Marilyn asked the committee members that attended the HLC annual meeting to share their experiences.

- David Perkins – there was a big emphases on evaluating what we are doing and showing the roadmap of where we are going. Michael Maggiotto suggested using the new Strategic Plan to show that roadmap. David noted in one of his sessions one of the institutions used something similar to the countdown clock talked about previously. The University has phrases from the mission statement and critical core values as screen savers. They had magnets and mouse pads with these phrases.
- Leisa Julian – went to a session on how to communicate with students and some of the suggestions for reaching students were a video on YouTube, a food cart with free food if

the student could correctly answer questions about the University, free T-shirts if the student can answer five questions correctly.

- Kay Hodson-Carlton – the Department of Education degree of completion needs to be addressed. The United States is falling behind in the number of graduates. The line between quality and quantity is a balancing act. The federal government is looking at adding ten million graduates by the year 2020; two million will come from high school graduates and the other eight million will come from the 25-34 age groups.
- Others stated that they did not realize how important closing the loop is until they went to the meeting. Michael Maggiotto said that we could identify closing the loop as a flaw and take forward action then have it on record that the University can be held accountable with an emphasis on transparency. David Perkins' group 4B3 pushed hard on obtaining the documentation on closing the loop. If that information is obtained the rest of it is there. Michael Maggiotto said that all units have done it but maybe not as a result of assessment. Sometimes the unit is just solving a problem they recognize. We have units that are doing this very well and others that could use direction. The Provost office is changing the Program Revision Forms to include an area to explain why the change was made. The VP areas need to be thinking in terms of changes made because of data collected and documentation of those changes. Alan Hargrave said that the assessment documents, on SharePoint, for Student Affairs ask what was done with the data. Michael Maggiotto said even the custodians have a benchmark and a highly structured policy of assessment.
- Hollis Hughes said that after next week's Board of Trustees meeting they will have the date for the approval of the new Strategic Plan.
- Clare Chatot – thought that it would be helpful to send members of a Strategic Plan committee to the HLC meetings. There were many good sessions on Strategic Plans.
- The HLC annual meeting has a one day President's Board of Trustees day. There will be one more before the institutions HLC review if the president and board members would be interested.
- Leisa Julian – went to sessions on going forward with Pathway and thought it would be helpful to send individuals to keep up to date on that process. On the standard pathway in the 4th year there is a visit. If the institution qualifies for open they can choose open or standard. In the open the institution identifies a project then reports the progress of that project over the ten years. There are checkups along the way but this process will cut down on expenses by changing the visit to a day and a half instead of a three day visit. New technology is being introduced to allow the institutions to upload data along the way instead of gathering it all at the end of the process.
- Marilyn Buck – went to the Federal Compliance session. There were not a lot of changes. The institution still has to abide by the credit hour rule set a year ago. The rule that may have ramifications to our enrollment is the requirement that institutions get approval from all states for online courses offered. Leisa Julian went to a session on this issue and that institution has a full time person that does nothing but track this. They had a very good system for doing this and were willing to share information to anyone interested. Leisa has contact information. Marilyn Buck asked that she share this information with Jen Bott. Marilyn answered a question that David Perkins asked at the

last meeting but did not get an answer. He asked if the criterion groups needed to have a draft ready by the end of April and the answer is, "No". They would like to have something by this fall. If we get a fall 2013 visit, six months out we need to have everything done and start planning for the visit. Six months before that we need to have the draft out for other individuals to comment on. This summer they want to get the President, cabinet, and board involved and get their evaluation of the direction this group is taking.

- Bryan Byers – is having problems with 3A2 criterion. Michael Maggiotto said every department should have the concept that graduate level courses must differentiate with at least one learning outcome, a different rubric, or have a measureable distinction between undergraduates and graduates level of achievement. Alan Hargrave wanted to know if this policy is in writing and Marilyn said that it was in the handbook (Appendix B).
- Kay Hodson-Carlton and Bryan Byers are working on lists of department accreditations and self studies. They are going to compare lists to see what they are missing then report to Marilyn Buck so she can work on getting the missing information. After the list is complete they are to get the documents to Marie Douglass and she will scan and post the documents on SharePoint. Also they will need the letters verifying accreditation. These can be found in the President's office. The programs that do not have an accrediting body but do the seven year review, these documents may be in the Provost Office or they may just be kept in the department.
- Hollis Hughes expressed his appreciation of the enormous task being done by the University Accreditation Steering Committee and their subcommittee members.
- Barb Phillips indicated that the board did not vote on everything. Sometimes decisions are arrived at through presentations and discussions, not voting. Michael Maggiotto and Clare Chatot said that it will be important for the board to vote and adopt the new Strategic Plan because HLC Criterion One says that the Strategic Plan is adopted by the board.
- Marilyn Buck echoed Hollis Hughes' appreciation of all the work being done by various groups. Alan Hargrave suggested that a letter be generated to each individual involved in the subcommittees and sent to their department chairs for every year they serve. Marilyn Buck and Michael Maggiotto will draft a letter to be sent to deans, department chairs, and vice presidents acknowledging the work being done.
- Marilyn Buck reminded all who attended the HLC meeting in Chicago to get their travel expenses to Marie.

The meeting adjourned at 5:06 p.m.

Next Meeting:
Tuesday, April 24, 2012
Student Center, room 308