HLC Steering Committee Meeting #4 Wednesday, September, 28, 2011 4:00-5:00 p.m., Student Center 310-A

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

Hodson-Carlton, David Perkins, Clare Chatot, Bryan Byers, Alan

Hargrave, Bernie Hannon, Ted Buck, William Knight, and Barb Phillips

Not in Attendance: Dan Lutz, Chip Jaggers, and Hollis Hughes

Old Business:

Address:

- Provost Terry King came to the meeting to thank the committee for their participation in this process. He said that he realized that there was a mix of people who have served on the Accreditation Committee in the past and some who have not. He wanted to stress to the committee that the university must be successful. The Deans are aware of how important the accreditation is to the university. Some of the units are already where they should be and some are not. Provost King asked if there were any questions.
 - Clare Chatot wanted to know if her group should be addressing the current Strategic Plan or the one in progress or both. Since the previous Strategic Plan was in place at the beginning of this accreditation period all three must be addressed.
 - Marilyn Buck asked Bill Knight to get Clare a copy of the new Strategic Plan identity statement. Marilyn Buck said that it will challenge us as an institution to show how we are different.
 - David Perkins said they were told to look at the handbook and in doing so he found very generic language in reference to the description of an undergraduate.
 He wanted to make sure that this group was to look at all students in all programs and that was confirmed to be a true interpretation.

New Business:

- Marilyn Buck introduced Cheryl Buchanan, Administrative Coordinator from the office
 of Academic Assessment and Institutional Research. Cheryl will be the note taker for
 Criterion one, two, and three.
- Committee Chairs reported the progress of their subcommittees
 - o Criterion One—*Mission* Clare Chatot (Dan Lutz)
 - Clare reported that she had all her group in place with a balance of representation. She will have her first group meeting September 29.
 - o Criterion Two—Integrity Nancy Cronk (Chip Jaggers)
 - Nancy reported that she has all of her members and will ask Cheryl to help in setting up her first meeting.
 - Criterion Three—Academic Programs-Quality, Resources, and Support Bryan Byers (Alan Hargrave)
 - Bryan reported that his group has already met once and they have divided into four working groups with a minimum of three members on each

- group. He has added Lori Byers from CCIM to his group but still needs someone from MCOB and CAST.
- Criterion Four—Academic Programs-Evaluation and Improvement Kay Hodson-Carlton and David Perkins
 - David reported that their group added Gloria Pavlik from Student Affairs to their group. Their group has had one meeting.
- o Criterion Five—*Resources and Planning* Rod Davis (Bernie Hannon)
 - Rod reported that he had 11 in his group and that a meeting of this group will be coming. Rod observed that there was a close association of some items in each group and wanted to make sure that this was not duplication. Michael Maggiotto said that there were similar elements in each criterion but they are to be addressed as they relate to each criterion.
- Michael Maggiotto said that everyone has their own working style and it is not the intent of the co-chairs to dictate how each subcommittee should work. It is important to get a clear understanding of what each component means. Everyone in the group should read all the criterion and get an idea of how it relates to the other criterion overall. We need to identify the institution; who it is, where it is going, and how are we going to get there.
- There was some discussion about the involvement of students in this process. David Perkins sited a comment made in the last accreditation review that raised questions about student involvement. Michael Maggiotto and Bill Knight said that this was something that the HLC thought was a good idea in the past but discovered that feedback from the students was not what they hoped that it would be and that the focus was redirected to things that students know best (relevance of the syllabus etc.). Clare said that she had a student in her group at the last accreditation and although she was a good worker she did not have too much to contribute.
- David Perkins previously received a spreadsheet of SLO from the Associate Provost office and David thought that although the information was useful some of it seemed outdated. Marilyn Buck said that this information was collected in 2010 to identify SLO and that a survey will go out today or tomorrow that will follow-up on the assessment of those outcomes and the results of that assessment. The Assessment Committee and their liaison will take on the responsibility of making sure that this information is up to date. Terry King said that one person should be charged with making sure it is all done not that that person has to do all the work themselves.
- Kay Hodson-Carlton said that there were many areas (Nursing, MCOB, Architecture, etc.) that go through external accreditation and thought that it would be helpful to locate and review these reports. Marilyn Buck said that Jackie Buckrop will be working on this. Michael Maggiotto said that the action steps can be found in the deans' offices. Bill Knight commented that it will be important to see how the areas have used this information to improve.
- There was a question about how far back the committees should collect information and Michael Maggiotto said that the committee needs to go back ten years, or since the previous accreditation. It is also important that we take this past information and show what we have done to improve; be forward thinking. We, as a university, have reflected and learned. What went well, what didn't. We are a learning institution.
- Marilyn Buck said that one of the areas AAIR are working with is graduation rates. Bill Knight reported that in his research he found that nationally 95% of students finished or

are still working on their degrees. Terry King said that he was glad to hear that. If you have a program and half of the students leave, that needs to be looked at. Marilyn said that last year her office provided each department with a graph showing graduation rates. It would be helpful to know what the departments did with that information. Alan Hargrave said that Kay Bales has retention information that might also be helpful.

- Michael Maggiotto said that the institution has to plan for growth. Ask how intentional the growth patterns are; identify themes in growth and development.
- Marilyn Buck reported that a President's Perspective would be coming out in October and it will address accreditation.
- The university must have the minimum expectations in place, and if the committees find an area that does not meet minimum expectations it is to be addressed, improved or corrected. In the discovery process it is expected that we are going to find things about ourselves that are not favorable and the question is; what are we going to do to improve these situations.
- Marilyn Buck said that the HLC liaison will visit the university. He will come for the day and meet with each of the criterion groups as well as the president, if she is in town.

Meeting adjourned at 5:17 p.m. Next meeting October 11, 2011 4:00-5:00 p.m. Student Center, room 308