HLC Steering Committee
Meeting # 5
Tuesday, October 11, 2011
4:00 p.m. Student Center, Room 308

Attendees: Marilyn Buck, Michael Maggiotto, Rodney Davis, Nancy Cronk, Kay
                      Hodson-Carlton, David Perkins, Clare Chatot and Bryan Byers Alan
                      Hargrave, Ted Buck, Dan Lutz , and Greg Wright
Not in Attendance: Chip Jaggers, William Knight, and Bernie Hannon

Announcements:
- Marilyn Buck reported that the Provost office is working on a kick-off celebration for University Accreditation Steering Committee, details to follow.
- Bob Appleson, the Higher Learning Commission (HLC) liaison, is not available to come this fall but will be invited in the spring.
- Marilyn Buck and Michael Maggiotto would like to show a presence at the subcommittee meetings.
- The Federal Compliance criterion is still in process.

New Business:
- Dan Lutz suggested that the committee move any documentation that is currently being stored in their ilocker account to a location that would be more accessible. The SharePoint site is being considered as the place to store information while the committee is in the collections stage and moved to Scicore as a final, more public site.
- Michael Maggiotto said that the campus needs access to the minutes so they will know what is being done. Perhaps we need two levels; a working level and a level to be broadcasted to the community.
- Dan asked if we gave the HLC visiting team email accounts and Dean Maggiotto said that he was always given that access as a reviewer for the HLC.
- Marilyn Buck said that some of the gathering information would have confidential information, such as student names, that should not be shared with the public.
- Dan wanted to know if the committee had ideas about the structure of the SharePoint site. Kay Hodson-Carlton suggested that it be driven by the different criterion and Alan Hargrave suggested that an administrative file could be included for the minutes. It was suggested that everyone on the University Accreditation Steering Committee be giving full access to the SharePoint site. Marie Douglass will take care of getting that permission. Marilyn Buck said that her office had access to a tutorial of the SharePoint site and could send that out to everyone once the structure was determined.
- Dan said that he could send everyone a file structure and make adjustments as needed.
- Kay asked if there was to be a resource room as in the past. She was told that there would not be a resource room; everything will be kept electronically.
- Ted Buck presented his communication report (appendix A). There were suggestions for revision from the committee and Ted will resubmit the updated report.
- The committee chairs will check with the president to see how she wants to communicate this process. A president's perspective has been suggested as a possible first introduction to the process.

- Alan Hargrave said that there was a group of employees that this type of communication did not fit very well. They do not have access to a computer at work (service people, housekeeping, dining services, etc.). Alan said that a bulletin board would be a good way to reach these groups. He suggested that something could be introduced at their new employee orientation that would show how their jobs related to the university mission. Michael Maggiotto volunteered to go around to these groups to make sure they are aware of the process. It was suggested that these groups be targeted soon because the result may help the committee understand what they need to do next. Alan said that he wouldn't be surprised to find that some employees have never seen the university mission statement.
- There was a suggestion that a count-down be on the first page of our sitecore page. Another suggestion was to make available a wallet size card with the mission statement.
- The self study web site should be live when the president's perspective comes out.
- Ted Buck was asked to be given a list of the committee members.
- Committee Chairs reported the progress of their subcommittees
  - Criterion One—*Mission* Clare Chatot (Dan Lutz)
    - No issues to report.
  - Criterion Two—*Integrity* Nancy Cronk (Chip Jaggers)
    - No issues to report.
  - Criterion Three—*Academic Programs-Quality, Resources, and Support* Bryan Byers (Alan Hargrave)
    - Bryan reported that his group would like some clarification on some of their components (3b1, 3b3, and 3c2). Michael Maggiotto and Marilyn Buck made some suggestions and Dean Maggiotto also offered to go to that groups' meeting and talk with them
      - 3c2- Consortial programs, check with International program KIIS, Chris Shea, director. Contractual programs would include the relationship with Clarion Health and Miller for the Nursing department but there are other departments that have contractual programs. Staci Davis has a list of all dual credit programs with highschools.
  - Criterion Four—*Academic Programs-Evaluation and Improvement* Kay Hodson-Carlton and David Perkins
    - No issues to report. They will be meeting again soon to form smaller groups.
  - Criterion Five—*Resources and Planning* Rod Davis (Bernie Hannon)
    - No issues to report.
- Marilyn told the committee chairs to report any issues back to this committee so they can begin working on solutions.
- Marilyn Buck reported that she anticipates that the HLC will roll out the gamma version in November.

Adjourned at 5:12 p.m.
Next Meeting:
Tuesday, October 25, 2011
Student Center, room 308