HLC Steering Committee Meeting # 6 Tuesday, October 25, 2011 4:00 p.m. Student Center, Room 310-A

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

Perkins, Clare Chatot and Bryan Byers Alan Hargrave, Ted Buck, Dan

Lutz, William Knight, Barb Phillips, and Greg Wright

Not in Attendance: Chip Jaggers, Kay Hodson-Carlton, and Bernie Hannon

New Business:

• Marilyn Buck reported on the progress that Dan Lutz was making on the SharePoint site.

- He is adding three folders to each college for the collection of assessment documents.
 - o Annual Report and Planning Documents
 - o Assessment Learning Outcomes
 - o UCC21 (core curriculum assessments)
- The deans will decide who has oversight on their college's page.
- Clare Chatot reported that Dan was working on an email set-up that would allow the users to email attachments and have them go right into the SharePoint site.
- David Perkins wanted to know if it was possible for his subcommittee to get read only access to the SharePoint site. He was told that Dan was going to set up all of the subcommittee members to be able to download documents in their criterion.
- Bryan Byers wanted to know if it would be possible to get a minimum expectations folder added to his criterion. They want to collect documentation to support that the minimum expectations are being met.
- Dan will be meeting with the Council of Deans November 7 to provide information to the Deans and discuss their role.
- Ted Buck handed out the revised communication plan, with no revisions. (appendix A)
- Ted Buck reported on the Institutional Accreditation web site.
 - The President's Perspective will come out the first of next week and the web site will go live at that time.
 - o The first section is "Overview".
 - o Criterion will list the five criterions but it will not be the final wording until the gamma version comes out next month.
 - o Committee will list the members of the various committees and have a place to download the minutes.
 - O Contact Us will list an email account. A form to complete for suggestions might be helpful in the future when there will be more public involvement.
 - o Marilyn Buck thought the main page should also include a link to the 2004 accreditation report and that eventually there will be a draft report for this accreditation and that could be put on the main page.
 - o This group wanted the count down on the home page if possible. Ted said that they had someone in their area working on that. Clare Chatot suggested putting the countdown to the accreditation on the Faculty and Staff page because that area gets a lot activity so it would make the countdown more visible.

- Ted wanted to know who would be responsible for putting the minutes on the web site and it was decided that Marie Douglass will do that.
- Committee Chairs reported the progress of their subcommittees
 - o Criterion Five—Resources and Planning Rod Davis (Bernie Hannon)
 - Rod Davis wanted to know the connection his criterion had to the Ball State Foundation. Michael Maggiotto told Rod that the Foundation was a separate entity. It should be referenced in the report and its purpose acknowledged but it is a separate entity. Rod wanted to know how the recommendations from the 2004 accreditation report should be addressed. Michael Maggiotto told him that the recommendations should be acknowledged and then list what action was taken. Rod said that one of the items mentioned was that the master campus facilities plan was not transparent. He wanted to know how he could find out what action was taken on this issue. Was there a report prepared to address this issue? No one knew of a report but individuals suggested to interview were Randy Howard, Bernie Hannon and Kevin Kenyon. Alan Hargrave suggested that there may be minutes from a Facilities meeting that indicates a plan and that Melanie Turner may have access to those minutes. Marilyn Buck said that Tom Kinghorn could share the facilities master plan from an historical perspective. Alan Hargrave also suggested the Daily News archives as a source for information of the facilities master plan.
 - Criterion Four—Academic Programs-Evaluation and Improvement Kay Hodson-Carlton and David Perkins
 - David reported their group had one component (4A4) almost complete. He wanted to know the status of the ICHE review. Marilyn Buck said there wasn't an ICHE review anymore but rather a periodic departmental review instead. The survey that AAIR administered was discussed and Marilyn told David that the University Assessment Committee would do the leg work to fill in blank spots of the survey.
 - o Criterion Three—Academic Programs-Quality, Resources, and Support Bryan Byers (Alan Hargrave)
 - Bryan reported that all of their small groups have met. SharePoint will help with this group's information gathering.
 - o Criterion Two—*Integrity* Nancy Cronk (Chip Jaggers)
 - Nancy met with part of her group and the other part will meet next week.
 She asked for volunteers to address the different components of Criterion Two and received good responses.
 - o Criterion One—*Mission* Clare Chatot (Dan Lutz)
 - This group had two general meetings. The group has been divided into smaller groups. They are working on how the university defines multicultural activities and diversity. Michael Maggiotto suggested they get in contact with Scott Cantrell, Rinker Center and Charles Payne from the Diversity Task Force. Dean Maggiotto said that it is important to note how the university portrays diversity to the public (public image). Marilyn Buck said that diversity figures are tracked on the Strategic Plan Progress Metrics and she asked Marie to send the committee a copy of the metric.
- In the future, Marilyn Buck and Michael Maggiotto will meet to have preliminary conversations with each group.

• Marilyn reported that she will have the gamma version of the Criterion after her trip to the HLC training in Lisle.

Adjourned at 5:08 p.m. Next Meeting: Tuesday, November 8, 2011 Student Center, room 308