

HLC Steering Committee Meeting
March 18, 2022
Lock Date September 1, 2023
Site Visit October 2-3, 2023

532 Days Until Lock Date
Meeting in LH 302

Members Present: Morgan Bridge, Jeremy Brown, Katie Dreiling, Eric Elliot, Justin Gollob, Kurt Haas, Andrea Keck, Tiffany Kinney, Heather McKim, Jeremy Tost, and Adam Rosenbaum

Meeting Agenda:

1. Approve minutes last meeting – Dr. Gollob
 - a. Meeting minutes were approved with a motion by Eric Elliot and seconded by Tiffany Kinney
 - b. Volunteer to take minutes; Tiffany Kinney volunteered to take notes

2. Website discussion - Dr. Gollob and Andrea Keck
 - a. Andrea Keck introduced herself and discussed the Marketing Department’s role in terms of high-level governance of the website
 - i. The complexity of the website was discussed: about 158 pages and 20,000 documents are embedded within the website
 - ii. The Marketing Department is half-way through with implementing Phase 1: Review of Websites for Academic Departments
 1. “Take 10 Initiative:” The Marketing Department sends out emails weekly to remind contributors to focus on revising certain items on the website (i.e. broken links, grammatical errors, updates)
 - iii. The catalogue/course descriptions are only accessible in one location (Academic Catalogue) to allow for standardization
 - iv. Keck emphasized that the website revision needs to be enforced from the “top down.”
 1. In terms of strategy, this revision might entail giving contributors guided tasks for revising the website (i.e. “Take 10”)
 - v. Health Sciences, Business, Kinesiology, and Math + Stats are examples of departmental websites that have already been through the website review

3. Proposed Timeline –Dr. Gollob
 - a. No changes to the Steering Committee timeline
 - i. Spring Focus for Criterion Committee Meetings – brainstorming evidence
 - b. Website Revision Timeline: Chair Gollob revised the plan so Phase II is not only spaced over the summer months. He plans to bring the website revision plan to Academic Council during Phase II.
 - i. Keck suggested that pages pertaining to student supports could be revised in the summer and academic programs could be revised in the fall.
 - c. Changes to the website timeline revision: Morgan Bridge emphasized that the website revision needs to happen (in all phases) before the middle of Spring semester 2023 (April 1st is the “Drop Deadline” for this project)

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4. Evidence Discussion – Dr. Bridge
 - a. Bridge briefly asked the committee to consider evidence that might need to be created. She emphasized that it is easier to create evidence now, rather than when the HLC Assurance Argument outlines are due on 5/1.
 - b. Bridge mentioned that she plans to meet with all Criterion Chairs for 1 hour before the next Steering Committee meeting to discuss evidence collected.

5. Updates - Dr. Haas
 - a. VPAA Hass discussed how his involvement with the HLC Steering Committee is evolving.
 - i. Next year, he plans to have more capacity to write and edit parts of the document. He emphasized that he is there to provide continuity and not co-opt the process.

6. Criterion Chair Reports - Criterion Chairs
 - a. Chair Gollob emphasized that Criterion Chairs need meeting minutes for website
 - b. Chair Gollob reminded the committee that a bullet list of evidence is due by 5/1
 - c. Chair of Criterion 1, Tiffany Kinney spoke about her committee's progress
 - i. Met for 110 minutes between 3/9 and 3/10; Zoom was offered; 16 in attendance between two meetings
 - ii. Using MS Teams to store evidence
 - iii. Brainstormed and discussed Criterion 1A. 4
 - iv. Brainstormed and discussed Criterion 1A. 5
 - v. Spent 20 minutes narrowing evidence for Criterion 1A.1-3
 - d. Chair of Criterion 2, Eric Elliot spoke about his committee's progress
 - i. Met on 3/4; 12 people were in attendance
 1. Previous to this meeting, Elliot used MS Teams as a repository to collect evidence; all but two committee members submitted relevant evidence to the repository
 - ii. Overall: "All is well;" brainstorming and collecting evidence is progressing
 - iii. Next time: plans to meet for a 120-minute block to allow for further discussion and brainstorming of evidence
 - e. Chair of Criterion 3, Katie Dreiling spoke about her committee's progress
 - i. Met on 3/16; second in-person meeting
 - ii. Brainstormed evidence for Criterion 3.C, two sub-components
 - iii. In Dreiling's committee, discussion ensued over two sub-components related to diversity and coverage of course offerings
 - iv. Steering Committee responded by brainstorming relevant evidence for Criterion 3.C:
 1. Possible evidence: faculty to student ratios
 2. Possible evidence: new schedule building software

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3. Possible evidence: climate survey— diversity is an on-going concern
 4. Possible evidence: illustrating that we are trying to advertise positions in places that target diverse demographics
 - f. Chair of Criterion 4, Jeremy Tost spoke about his committee’s progress
 - i. Committee filled an excel file with relevant evidence for 4B1-4C1; seven members were in attendance
 - ii. Tost created a bulleted narrative to help educate himself
 - iii. Committee members volunteered to locate relevant evidence for 13 sub-components; two committee members are assigned to each sub-component
 1. After spring break, Tost’s committee will provide a bulleted narrative using the evidence gathered
 - g. Chair of Criterion 5, Adam Rosenbaum spoke about his committee’s progress
 - i. He initiated the report by reciting a haiku
 - ii. Rosenbaum’s committee met in-person for the first time; 15 people in attendance
 - iii. Rosenbaum noted that his committee posts meeting minutes in MS Teams
 - iv. Rosenbaum’s committee brainstormed evidence for 5A. 2-3 and 5B. 1-2
 1. Divided brainstorming/discussion of criterion sub-components based on birth months (i.e. Jan-June focused on two sub-components, July-Dec focused on two sub-components)
 - v. Rosenbaum noted that discussion ensued over some of the language of the criterion sub-components (i.e. how do you prove that your institutional goals are realistic?)
7. Need to decide times to meet this spring and next fall:
- a. Chair Gollob closed the meeting by discussing important meeting dates
 - i. This Spring: finals week; three-hour meeting tentatively planned for sometime between 5/16-5/20
 1. Chair Gollob plans to send out a poll to all committee members
 - ii. Next Fall: week before FYI tentatively planned
 - iii. This Summer: communication throughout the summer can be expected

Future Steering Committee Meeting Dates:

Wednesday, April 13 at 1 pm

Thursday, April 28th at 2 pm

Finals Week - longer meeting - morning or afternoon? 9-12 or 1-4???