

HLC Steering Committee Meeting
April 28, 2022
Lock Date September 1, 2023
Site Visit October 2-3, 2023

491 Days Until Lock Date
Meeting in LHH 302

Members present: Morgan Bridge, Jeremy Brown, Jody Diers, Katie Dreiling, Eric Elliott, Justin Gollob, Kurt Haas, Tiffany Kinney, Heather McKim, Adam Rosenbaum, and Brigitte Sundermann

Meeting Minutes:

1. Chair Gollob called the meeting to order at 2:00pm
2. Chair Gollob made a motion to move approval of meeting minutes from last two meetings in April to via email sometime this summer; motion was seconded by three members of the Steering Committee
3. Assumed Practices Conversation – Dr. Bridge/VPAA Haas
 - a. Dr. Bridge started this discussion by reading the first paragraph in the handout entitled “Assumed Practices.” These “Assumed Practices” are procedures that HLC accepts without requiring proof. While criterions might change based on the accrediting agency, the assumed practices remain the same.
 - b. Dr. Bridge led the Steering Committee through major sections of this document. She highlighted the following information:
 - i. When crafting the Assurance Argument make sure we are not implying that we *do not* complete an assumed practice.
 - ii. Assumed Practice A.6: all data made public is accurate and complete
 1. Dr. Bridge emphasized it is important to ensure compliance with this assumed practice.
 2. Dr. Bridge also mentioned it is important that the catalogue and website are correct and information is not different when listed in multiple places.
 3. Chair Gollob agreed to “double back” with Andrea Keck to align the website with these assumed practices.
 - iii. Assumed Practice B.1.f: all courses transferred and applied towards degree requirements demonstrate equivalence.
 1. VPAA Haas mentioned this assumed practice is one to pay attention to because of results from past assurance reviews.
 - iv. Assumed Practice B.2.a: all faculty teaching college level courses need to have 18 graduate hours in the discipline or subfield in which they teach.
 1. Dr. Bridge noted the importance of this assumed practice.
 - v. Assumed Practice C: Teaching and Learning: Evaluation and Improvement

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1. Dr. Bridge highlighted the Curriculum and Assessment committees as faculty led; she also mentioned the requirement to post syllabi by week 1 to comply with assumed practices.
 - vi. Assumed Practice D: Resources, Planning, and Institutional Effectiveness
 1. Dr. Bridge explained part of this assumed practice as helping students understand debt when deciding to take out student loans.
 2. Dr. Bridge also mentioned that this assumed practice is echoed in Criterion 5.
 - c. Dr. Bridge encouraged all Criterion Chairs and members of the Steering Committee to read the assumed practices document. HLC would expect a higher level of knowledge from members on the Steering Committee.
 - d. The BOT and Executive team should be updated on Assumed Practices.
4. Preparing for the 5-17-22 Workshop – Dr. Bridge
- a. Dr. Bridge explained that all Criterion Chairs need to bring outlines and evidence to the meeting.
 - i. During this meeting, the chairs will review their outlines and discuss the best evidence to include in each criterion.
 - ii. The Steering Committee will also determine where this evidence should be located in the Assurance Argument.
 - iii. The Steering Committee will spend time determining what kinds of evidence we need from IR as well as the budgeting office.
 - iv. This meeting will be held in the Boettcher Conference Room, third floor of the library.
 - b. Dr. Bridge emphasized that the fall semester will be very writing intensive; the Steering Committee needs to have completed drafts by 11/1.
 - i. HLC has changed procedures so there is no public review period
 - ii. VPAA Haas is planning to speak to President Marshall about inviting key community stakeholders to read the Assurance Argument
 - iii. Dr. Bridge mentioned that the Executive Team will read this argument.
 - c. Dr. Bridge closed this agenda item by summarizing preparation for the upcoming workshop:
 - i. Criterion Chairs should prepare by highlighting the most important evidence from their outlines, be prepared to allow for the committee to “pick your brain” about what was learned, and bring a draft of your outline.
 - ii. Next summer, the Steering Committee might have to pull data and further winnow what is included.
5. Criterion Chair Reports – Criterion Chairs
- a. Criterion 1 Chair, Dr. Tiffany Kinney, spoke about her committee’s progress:
 - i. Criterion 1 Committee met for 110 minutes between 4/20 and 4/21; 16 members participated

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- ii. Criterion 1 Committee reviewed evidence collected for Criterion 1B. 1-3 and selected the most relevant evidence for that sub-criterion
 - iii. Criterion 1 Committee brainstormed and shared evidence for 1C. 1-3
 1. Collected 60+ pieces of evidence and narrowed that list of evidence to 32 pieces
 - iv. Criterion 1 Committee also reviewed the finalized outline and assented to it being submitted to the Steering Committee
 - v. The Steering Committee briefly discussed subcomponent 1C.3
 1. Jody Diers mentioned the “Heard in the Herd” Listening Sessions, the revision of the “Real Talk Series,” the recent climate survey, and transformations around evaluation processes.
 - b. Criterion 2 Chair, Pr. Eric Elliot, spoke about his committee’s progress:
 1. Criterion 2 Committee has completed their last meeting; minutes are current on the website
 2. Criterion 2 has completed their outline
 - a. Pr. Elliot plans to review his outline to allow for grouping of information, deleting any redundancies, and highlighting the most important pieces of evidence.
 - c. Criterion 3 Chair, Dr. Katie Dreiling, spoke about her committee’s progress:
 1. Criterion 3 Committee finished their last meeting by discussing the final sub-component
 - a. This meeting involved prioritizing evidence
 - d. Criterion 4 Chair, Dr. Jeremy Tost, was not in attendance due to an emergency.
 1. Chair Gollob handed out a brief report delineating the progress made by Criterion 4 Committee
 - e. Criterion 5 Chair, Dr. Adam Rosenbaum, spoke about his committee’s progress:
 1. He plans to review minutes and watch recordings of his meetings to ensure that he has noted all evidence.
 2. Criterion 5 Committee spent their last meeting discussing final sub-components.
 3. Chair Rosenbaum also discussed ideas for next semester
 - a. Focused sub-groups
 - b. 1-on-1 with “certain characters”
6. Other
- a. Chair Gollob offered the Steering Committee an opportunity to bring up any remaining issues before adjourning for the summer.
 - b. The Steering Committee had no remaining issues to discuss
 - c. The Steering Committee meeting came to a close at 2:54pm

Future Steering Committee Meeting Dates:

Tuesday, May 17, Noon to 3 pm