Criterion 5 Committee Meeting Minutes

Criterion 5 – Second Meeting
March 8, 2022, 12:30pm-1:30pm
Tomlinson Library 331

Members Present: Robert Cackler, David Collins, Bryan Davis, Christi Hein, Eliot Jennings, Deborah Kennard, Robert Kinson, Barry Laga, Justin Little, Heather McKim, John Reece, Adam Rosenbaum, Kristin Santos, Tracie Seurer, John Stewart

1. Committee Chair Rosenbaum called the meeting to order at 12:30pm.

2. After a round of introductions, Rosenbaum referred the committee members to the HLC Criterion 5 Committee page on Microsoft Teams, where committee members could edit the Meeting Minutes and the draft of the Assurance Argument.

3. The committee members brainstormed pieces of evidence for Criterion 5.A.2: "The institution's administration uses data to reach informed decisions in the best interests of the institution and its constituents."
   - Department heads use data sheets when they make requisition requests.
   - Data is used in granting tenure and promotions.
   - Data in various forms is central to annual reviews.
   - At WCCC, they use VE135 forms sent out as student surveys, which are in turn used to make decisions.
   - TRIO utilizes data to reach informed decisions.
   - Athletics uses data to see if there is interest in certain sports. Data collection efforts determine hiring trainers or athletic resources like weight rooms.
   - Enrollment Management Team meets bi-weekly. They consider indicators of what the incoming class will be, while also monitoring continuing students to see if there is interest in registering for the next semester.
   - IRIS uses data to make proactive decisions regarding students.
   - Data led to the adoption of the Early Alert system, which improves retention rates.
   - Alumni survey is geared towards program review.
   - The 2016 survey addressed campus safety, which influenced changes to disability access/services.
   - COVID data informed administration on protocols to set for in-person student experiences.
   - Assessment Committee makes adaptations to classes.

4. The committee members brainstormed pieces of evidence for Criterion 5.A.3: "The institution's administration ensures that faculty and, when appropriate, staff and students are involved in setting academic requirements, policy and processes through effective collaborative structures."
   - Policy changes that pertain to academic requirements (Academic Policies Committee):
     - credit for Prior Learning Program

- o GPA Requirements
- COVID Response Team set policies for in-person learning.
- Calendar committee meets to determine what the academic calendar should look like, impacting how we operate.
- Faculty interprets academic requirements by deciding if a student can waive a requirement such as language proficiency.
- CMU/WCCC faculty members make determinations regarding credits and establish articulation agreements determining how a particular program of study corresponds with requirements elsewhere.
- Many committees that shape policies and processes have student involvement.
- Student ambassadors give tours and are involved in enrollment.
- Staff committees involved in academic processes:
  - o Core Planning Group
  - o Banner Users Group
  - o Sustainability Group
- Free Speech and Civil Discourse Group helps to determine academic policies.
- The President's open office hours have resulted in some institutional changes.

5. The committee members brainstormed pieces of evidence for Criterion 5.B.1: "The institution has qualified and trained operational staff and infrastructure sufficient to support its operations wherever and however programs are delivered."
Qualified and Trained Operational Staff
- A website identifies all employee's degrees.
- Statistics exist for qualified and trained operational staff.
- IRIS conducts weekly training for staff and students.
- Financial Aid conducts regular trainings.
- The Office of Distance Education trains faculty.
- Registrar's Office trains faculty on forms & FERPA.
- Departmental administrative assistants also complete regular training.
- IT Support Staff is an example of qualified and trained operational staff.
- IRIS created D2L course for onboarding for staff and students.
- IRIS builds schedules for incoming freshman using staff resources.
- Facilities received training on how to clean spaces during the pandemic.
- Lingering questions: Do we have sufficient staff? Can we look at student to faculty ratio comparable to other colleges of similar size? Should we address the lack of staff?

Sufficient Infrastructure
- New buildings constructed to accommodate new programs.
- Campus Master Plan offers quantitative data concerning new buildings.
- Tomlinson Library expansion completed in 2016 (mentioned in 2013 Self Study).
- Increase in library electronic resources:
  - o FY 2021-22 budget for electronic resources $520,333
  - o FY 2012-13 budget was $175,000
  - o approximately 63% of the library's holdings are in electronic format

6. The committee members brainstormed pieces of evidence for Criterion 5.B.2: "The goals incorporated into the mission and any related statements are realistic in light of the institution's organization, resources and opportunities."
   - Initial questions: Given our student demographic and location, are our goals about retention and graduation rate realistic? Is evidence of progress in achieving the institutional mission's goals sufficient for proving 5.B.2?
   - The administration created the Coordinator of Inclusivity position.
   - The Diversity and Inclusion Working Group – including students, faculty, and staff – works towards creating an environment free of discrimination.
   - Various Student Life clubs promote critical thinking and inclusion.
   - WCCC provides continuing education opportunities to the local community.
   - The Golden Scholar Program is an example of community outreach and intellectual development.
   - Internships offered by different programs promote community outreach and intellectual development.
   - The Teacher/Scholar Model is a realistic goal and in line with the institutional mission.
   - Lingering question: Are there other ways to prove our goals are realistic?
     o numbers of concurrent enrollment
     o percentage of students that come from our region
   - Before drafting this portion, we need to take a closer look at our strategic plan as well as the stated institutional values.
   - Rosenbaum promised to examine other institutions' assurance arguments for 5.B.2.

7. Rosenbaum proposed times for the next two meetings:
   Meeting #3: Thursday, April 7, 3:00pm-4:00pm
   Meeting #4: Tuesday, April 26, 12:30pm-1:30pm

8. The second meeting ended at 1:30pm.