

Criterion 1 - Sixth Meeting  
September 5th 2022  
Escalante Hall 301

# of Members Present: 8 (all members from Criterion 1.A Subcommittee)

Meeting Minutes

1. Chair Kinney called the meeting to order at 1pm. She provided the following reminders:
  - a. Meeting 6 will be approximately 50 minutes
  - b. **Goal by December 1** – Draft of all sub-components for Criterion 1: Mission
  - c. 4 small group meetings this semester; 3 drafting and 1 full revision comments
    - i. While each small group will only be meeting once, please be ready to respond to email requests for information or data
  - d. Section 1.A 1-5 should be around 2,000 words
  - e. HLC Site visit is planned for Fall 2023; select members of the Criterion Committees will be involved
2. Revision comments
  - a. **Drafts 1A.1;** revision comments from group
    - i. Additions/deletions/rewordings
    - ii. Two versions of 1A.1 from Wayne Smith and Tiffany Kinney were read and discussed.
    - iii. The sub-committee decided that the Legislative/Statutory Mission should be cut to allow for concision
    - iv. The sub-committee also debated whether the Montrose Strategic Plan should be included within the Assurance Argument considering that it is no longer featured on the website
  - b. **Drafts 1A.2;** revision comments from group
    - i. Additions/deletions/rewordings
    - ii. Two versions of A1.2 from Jessica Herrick and Tiffany Kinney were read and discussed
    - iii. The sub-committee discussed rewording a sentence for clarity
    - iv. The sub-committee discussed adding in more specific examples to illustrate how we engage with the community
    - v. The sub-committee discussed adding in information pertaining to evaluating faculty based on teaching and research (as reflective of the institutional mission statement).
    - vi. The sub-committee discussed repetitive parts that could be condensed to save words
  - c. **Drafts 1A.3;** revision comments from group
    - i. Additions/deletions/rewordings
    - ii. Two versions of 1A. 3 were discussed. These two versions were individually written by Kyle McQuade and Tiffany Kinney.
    - iii. The sub-committee agreed that organizing this section by Nature, Scope, and Constituencies was useful.
    - iv. The sub-committee discussed discrepancies within numbers and agreed that we should use any numbers reported to HLC for consistency

**HLC Steering Committee – Criterion 1**  
**Assurance Argument Lock Date September 1, 2023**

2. Revision comments (continued)
  - d. **Drafts 1A.4;** revision comments from group
    - i. Additions/deletions/rewordings
    - ii. Three versions of 1A. 4 were discussed. These three versions were individually written by Sylvia Rael, Tiffany Kinney, and Richard Vail
    - iii. The sub-committee discussed how best to express the scope of our academic programs
    - iv. The sub-committee discussed which demographic numbers to provide to best illustrate our constituencies without being repetitive
    - v. The sub-committee discussed whether the change of our service region (from 14 counties to all of Colorado for BAs and Grad) should be included within the assurance argument
    - vi. The sub-committee discussed if to highlight Veterans Services over another Student Support
  - e. **Drafts 1A.5;** revision comments from group
    - i. Additions/deletions/rewordings
    - ii. Two versions of 1A. 5 were discussed. These two versions were written by Lynn Nordine and Tiffany Kinney
    - iii. The sub-committee discussed where to pare down the examples from this section of 1A, more specifically the committee considered excising information about the budget as supporting the mission (and instead including this information in Criterion 5)
    - iv. The sub-committee also clarified that the "Economic Impact Study" is produced every two years instead of every year
3. Chair Kinney gave one final reminder and the meeting concluded at 1:50pm
  - a. Reminder--Next meeting: Fall 2023 site visit (select members of criterion committees)