Colorado Mesa University
HLC Steering Committee
Monday, February 15, 2016 – UC 221

Present: Morgan Bridge (Chair), Randy Phillis, Jeremy Hawkins, Steven Werman, Bette Schans, Joseph Richards, Jeremy Brown, Carol Futhey, John Marshall, Heather McKim, Bryan Rooks, Kelly Dougherty (recorder)

Absent: Brigitte Sundermann

Approval of minutes from 12/14/15 meeting – Minutes unanimously approved with several corrections to names.

Insights/observations from Jeff Rosen visit – Rosen said that sub-components were illustrations of how to meet the core components, but it is not necessary to meet each sub-component. Morgan Bridge says this is in contradiction to the meetings/trainings she is attending for peer reviewers. For sake of peer review support, it makes sense to have evidence supporting all sub-components.

Review Rubric – Criteria and Core Components: Evidence Presented and Needed –

- Evidence present – show us these pieces, where the evidence is
- TE (Type of Evidence) – will be clear, corroborating, or consequential
- Cross reference – avoids doubling up of evidence with an eye to keeping word count under the limit
- Evidence missing
- Notes

Each criterion committee chair should fill out their section of the rubric. List evidence, but don't request evidence until after the next meeting so we can check for overlap/cross reference. This will help develop the outline, identify gaps/evidence needs, and determine what should go in appendix. Each chair should have this done as a rough draft by the next meeting on March 7. The rubric is located on the R drive and changes should be made there (Share (R:) – HLC_Steering_Committee_2017 – Criterion Evidence Worksheet. Spring 2016).

Peer reviewers will be looking for evidence. If we can't find evidence, that will be something the site-visitor will address. The more clear evidence we have, the easier it will be for the peer reviewers.

Comment re. 3.C.6 "Staff members providing student support services…are appropriately qualified" – Many of those who provide student support are not staff but contractors. What qualifications do the outside contractors need in order to be appropriately qualified? This will be a good question to take to the HLC Conference.

Discussion on cover pages for links. Getting mixed messages on whether each link, including maps and data, need a cover sheet. Dr. Futhey shared that the cover page will assist in the word count constriction by providing the ability to explain data, etc., on the cover page.

Discussion followed concerning whether the new version of software will be able to link to a specific page within a larger document, or if we will need to create separate pdfs for each relevant page. Kelly and Annette will check on this.

The Board recently approved the strategic plan, which will be posted soon.

Assumed Practices – Reviewers will look at this when the evidence is shaky. All Criterion Chairs felt that the assumed practices for their criteria were met and nothing further needed to occur in this area.

Questions discussing partially met criteria, for example, faculty credentialing occurred. Joe Richards shared that for the last visit, Jeff Rosen had stated that it's ok if there are exceptions as long as the rule is consistent and being followed.

Federal Compliance – New rules are being released this month.

Review Timeline – "Mar-April 2016 Subcommittees draft criterion report" – The revised timeline with the November dates was distributed. After discussion, changes will be made to the current timeline to more accurately reflect new proposed dates and brought to the next committee meeting for discussion. Some deadlines may be pushed back due to changes in catalog and data, such as the "September 2016 Draft of Assurance Review completed."

630 days until the HLC Visit remain.

Next Meeting – Monday, March 7, 2 – 3:30, UC 221