

Colorado Mesa University
HLC Steering Committee
Wednesday, September 30, 2015 -- LHH 302

Present: Morgan Bridge (Chair), Carol Futhey, Jeremy Hawkins, Randy Phillis, Joe Richards, Bryan Rooks, Bette Schans, Steve Werman (Recorder: Jessie Barnett for Annette Callaway).

Absent: Jeremy Brown, John Marshall, Heather McKim, Brigitte Sundermann.

Agenda Item #:

1. **Approval of Minutes of Last Meeting.** Minutes of the meeting of Wednesday, August 26, 2015 (emailed) were approved without any corrections.
2. **Review Focus this Fall.** There was discussion of the plan for the work to be completed over the next few months.
 - a. Criterion committees will focus on the “big picture,” write an outline for each criteria, and note possible evidence items to support the assurance arguments.
 - b. The upcoming campus visit from Jeff Rosen, CMU’s HLC Liaison, is scheduled for Thursday, January 14, 2016. The committee discussed which campus groups/individuals could possibly meet with him, to include: Steering Committee, President, Assessment Committee, and some broader campus groups. Schedule for the visit to be finalized at least one week prior to visit.
3. **Short Reports from each Criterion Chair, including Assumed Practices.** Discussion included a question on how specifically the guidelines on pg. 186 need to be addressed, clarification that recommendations could be addressed by summarizing actions taken, and a reminder that criterion committee members want to review the links to evidence items in the 2013 Self-Study. Each chair gave a brief report:
 - a. Criterion 1, Randy Phillis. The committee has met twice and has reviewed the 2013 report and the Pittsburg self-study. They have divided into groups of three to address each of the core components, with a draft outline to be completed by 10/16/15.
 - b. Criterion 2, Jeremy Hawkins. The committee has met once and partially reviewed the assumed practices, and will meet this week to finish reviewing the assumed practices. The committee will address two core components at each of three additional meetings.
 - c. Criterion 3, Steve Werman. The committee has met twice and has reviewed the assumed practices, the 2013 Self Study, and examples of exemplary, good, and poor evidence statements. They have divided into five groups to work on a draft of the outline.
 - d. Criterion 4, Bette Schans. The committee has met twice. They have divided into three groups to work on outline drafts and to consider which of the 2013 evidence needs updated.
 - i. Bette also advised the committee that she and Suzanne Lay have been working on the Monitoring Report. It was discussed that the Steering Committee plans to review the report in December.
 - e. Criterion 5, Joe Richards. The committee has met twice. They have reviewed the assumed practices and are beginning to formulate ideas for the assurance arguments.

4. **Strategic Plan Update.** Carol gave a brief update on the strategic planning process. There was discussion about the recommendations that arose from the 2013 self-study, and that some of those could be tied into the strategic planning process. A final draft of the strategic plan is expected to be acted upon by the Board of Trustees in January, 2016.
5. **Website Discussion.** All accreditation-related information is now at one URL: <http://www.coloradomesa.edu/accreditation/index.html>, with information for the 2017 visit included at: <http://www.coloradomesa.edu/accreditation/hlc-assurance/index.html>. Let Morgan know if you have suggestions for additional information to be included.
6. **Faculty Data Collection Template.** There was not any additional feedback.
7. **Campus Survey.** The possibility of one longer survey or 2-3 shorter surveys was discussed. It was noted that some of the last survey results were disappointing it is hoped that this survey will be more positive.
8. **Theme for this Report?** As the 2013 Self-Study had the theme of “Achieving a Higher Degree,” the committee discussed the possibility of a theme for the 2017 Assurance Review. One opinion expressed was that the 2013 report was for the campus but that the 2017 report is more for HLC, and that a theme isn’t necessary.
9. **Other.**
 - a. There was discussion about other schools handling the report more holistically, rather than addressing each core component and subcomponent separately. This approach could make it easier to meet the word limit, but could also make it more challenging to make sure each core and sub component get addressed.
 - b. The exact date of the HLC site visit should be known in approximately two weeks.
 - c. The committee was reminded to coordinate with Annette to arrange for Academic Affairs staff to take minutes at criterion committee meetings. If committee chairs choose to handle the minutes on their own, please send minutes to Jessie to post on the website.

Estimated days until the 2017 visit: 777

Next meeting: November 4, 2015, 2:00-3:30 p.m. in LHH 302