

Colorado Mesa University
HLC Steering Committee
Monday, December 14, 2015 -- LHH 302

Present: Morgan Bridge (Chair), Jeremy Brown, Carol Futhey, Jeremy Hawkins, John Marshall, Heather McKim, Randy Phillis, Joe Richards, Bryan Rooks, Bette Schans, Steve Werman (Recorder: Annette Callaway).

Absent: Brigitte Sundermann.

Approval of Minutes of Last Meeting. Minutes of the meeting of Wednesday, November 4, 2015 were approved without corrections.

A handout was distributed with information from HLC discussing Writing Evidence Statements, including examples of good/poor statements, a peer reviewer's form, and slides from an HLC presentation. Discussion included:

- a. Statements should be evaluative and take a position, not descriptive.
- b. They are arguments; make a case and provide evidence.

Review Criterion Outlines.

- a. Criterion 1, Mission – Randy Phillis – discussion included:
 1. Handout was provided with resources were listed in text; 2700 words so far. Referenced other Criterion where topic might be addressed.
 2. Be sure to mention enabling legislation in 1.A.1.
 3. Include interpretive version.
 4. Document process for Strategic Planning (who involved and how developed).
 5. Use original documents; 2013 cannot serve as a source.
 6. Can link to student profiles and Academic Profile data (see IR site).
 7. Make clear link between student and academic support services and our mission; also covered in 3.C. & D.
 8. Show alignment with 3.C., D., & E. and 4.B. and C.; create links to documents to provide more detailed information.
 9. Review new goals in Strategic Plan.
 10. Note we are fully in compliance with CCHE 2015 Performance Contract.
 11. Have added to the list of how we serve the public; put in n linked document.
 12. Explain WCCC is a community college; add Math & Science Center if it does come to campus.
- b. Criterion 2, Integrity: Ethical & Responsible Conduct – Jeremy Hawkins – discussion included:
 1. An outline was provided of where information is to be included/covered.
 2. CFO can be contacted regarding audits.
 3. Discussion is occurring to clarify WCCC admissions; WCCC is a division.
 4. Noted that transfer guides, from junior colleges to us, are now posted.
 5. Discuss with budget director more transparency regarding course fees.
 6. Consider including information on Board of Trustees being stand-alone board, how it is comprised, and how members are appointed.
 7. Work with Office of Sponsored Programs regarding IRB, annual reports.
 8. Noted that we are in beginning stages of writing institutional level outcomes on ethical reasoning.

9. SUPP and FYI classes (mostly freshmen) include discussion about ethics, plagiarism, academic dishonesty; Maverick Guide can be referenced.
 10. Methodology courses discuss ethics.
 11. Address how academic dishonesty is dealt with at department level; in Student Services.
 12. See HR Director regarding staff as related to 2.E.
- c. Criterion 3, Teaching & Learning: Quality, Resources, & Support – Steve Werman – discussion included:
1. Provided a draft, not a formal outline; outline to be refined before start of spring semester.
 2. Faculty degrees and qualifications are currently being discussed.
 3. Not sure if another APQPP will be done; last was in 2009.
 4. Faculty professional development opportunities may be addressed in other sections.
 5. Add program summaries to list for 3.A.2.
 6. Regarding program quality, add reference to course comparability manual, work with Director of Student Services at WCCC, and clarify re Quality Matters.
 7. Add information regarding Maverick Milestone, and also regarding the Library and developing students' skills to access information.
 8. Regarding diversity, add information about organized student course travel, and activities for International students on campus (Annie Gingerich) and related data.
 9. Regarding faculty numbers/roles, can look at course sizes and use common data set, and add undergraduate research, clubs, student competitions, and Student Showcase to contributions beyond classroom.
 10. Discuss with Christine Murphy re WCCC faculty credentialing.
 11. Include % of full-time faculty who are evaluated regularly; add info about the evaluation process and link to Handbook section 6.
 12. Noted that information on sabbaticals, professional development grants, etc., went to Faculty Senate.
 13. Regarding faculty accessibility, include faculty evaluation results, office hour info from Handbook, contact information provided on syllabi, and NSSE survey data about contact with students.
 14. Staff vita collected for 2013 study for Academic Affairs and Student Services; expand?
 15. Note there is an active Working Group for Student Well-Being; include info as it develops.
 16. Reference TRiO, EAS, internships, and Honors program and how they support learning.
 17. Include how thoughtful planning for facilities supports learning (e.g., study spaces).
- d. Criterion 4, Teaching & Learning, Evaluation & Improvement – Bette Schans – discussion included:
1. Regarding transfer credit, include TESS: Transfer Equivalency Self Service (Registrar's Office and Admissions); and possibly add articulation agreements.
 2. Include WCCC in flowcharts for faculty qualifications, course approval, enrollment guidelines.
 3. Will have WGISAS info/plans by 2017 visit.
 4. Regarding graduate employment, possibly collect baccalaureate graduate degree data (Clearinghouse); check to see if different programs do surveys or are tracking graduates.
 5. Discuss definitions of co-curricular, extra-curricular.
 6. Include adding ePortfolio software.
 7. Add CSSE and Proficiency Profile to standardized instruments.
 8. Add information about assessment stories.
 9. Add Terry Rhodes to workshop list.

10. VSA page will be updated.
 11. Add information on Maverick Milestone and refer to Criterion 3.
 12. Add EBI regarding student satisfaction surveys.
 13. Add information on program de-activation and re-activation.
 14. In general, highlight stories where data has led to changes.
- e. Criterion 5, Resources, Planning and Institutional Effectiveness – Joe Richards – discussion included:
1. Include past/present/future re tuition increases and state support.
 2. Regarding human resources, include full-time vs. part-time; utilize IPEDS data.
 3. Note that physical resources keep growing.
 4. Include discussion re new/improved equipment (e.g., 3-D printers in Innovation Center).
 5. Include smart classrooms, Library renovation and expanded resources, and Panopto regarding technology resources.
 6. Include info regarding hiring process.
 7. Add information about each Board member (including student and faculty trustees); trustee bio's can be included.
 8. Add President's and VPAA's end-of-semester department meetings with both faculty and staff, meetings twice a month with Senate Executive Committee, and weekly meetings with ASG.
 9. Meeting agendas are available for Academic Council.
 10. Exempt staff are represented by VPs; not the same as for Classified for example.
 11. Consult with President Foster regarding legal and fiduciary oversight as related to Board.
 12. Include info on recent Strategic Planning Discussion Groups regarding involvement in setting requirements, policy, etc.
 13. Might explore further admissions and recruiting resources as related to the 14-county area.
 14. Include ePortfolio, Essential Learning, Maverick Milestone in discussion of assessment of student success and budgeting.
 15. Converse with Department Heads regarding Program Reviews and connections regarding learning, evaluation of operations, planning and budgeting.
 16. Add that President has multiple advisory boards regarding input for planning from off-campus communities.
 17. Include reference to Monday morning management meetings that include budget discussions at each meeting, with reports and data from IR and Admissions.
 18. Noted that there is currently work being done on a Facilities Master Plan.
 19. Include examples of a cross-section of campus operations (e.g., IT help desk, physical plant work orders; Registrar's office regarding transfer evaluations; Admissions Office re applications process; dining surveys, energy use) and how performance is documented.
 20. Consider including a page to link to all surveys.
 21. Add examples such as facilities, food services; residence hall design (based on needs assessment and focus groups) to 5.D.2.

Monitoring Report

Bette Schans and Suzanne Lay are working diligently on this.

Now What?

- a. Go back to committees; identify additional evidence based on discussions; requests for needed evidence through Chair Bridge.

- b. Can begin to have discussions with departments (e.g., Budget, HR) to see what is do-able but **do not request anything yet.**
- c. Prioritize evidence that will best make your case.
- d. Format was discussed; some schools wrote by sub-component while others not. It was suggested to ask Jeff Rosen from HLC when he visits in January. It was concluded by the group to keep outlines including sub-components for the time being.
- e. Do not need to write all report detail for committees' next steps.
- f. Cover sheets will be needed for linked documents.
- g. Possible meeting times for spring are Wednesday afternoons, 2-4 p.m. Let Chair Bridge know if this will work for you.
- h. Jeff Rosen will be at CMU on January 14; Steering Committee will meet with him from 9:30-11:00 a.m. in LHH 302. Be thinking about agenda items for this meeting. Send draft questions to Chair Bridge no later than the week before.

Estimated days until the 2017 visit: (not reported)

Next meeting: TBD--after the start of Spring 2016 semester