

DRAFT  
Colorado Mesa University  
**HLC Steering Committee**  
Thursday, February 23, 2017 -- LHH 302

Present: Morgan Bridge (Chair), Jeremy Brown, Carol Futhey, Jeremy Hawkins, Heather McKim, Randy Phillis, Joe Richards, Bette Schans (Recorder: Annette Callaway)

Absent: Dennis Bailey, John Marshall, Cynthia Pemberton, Bryan Rooks, Steve Werman

Minutes from the previous meeting of February 9, 2017 were approved with the correction that the Thursday, May 4, 2017 meeting has been canceled.

Morgan Bridge reminded the committee to look closely at all declarative statements and what specific pieces of evidence are needed/included to clearly support those statements.

Carol Futhey suggested/discussed the following:

- Committee members may want to meet with Associated Student Government in the next couple of weeks to update them on the process to-date and future steps.
- Members may also plan to talk with the Faculty Senate for an update and an opportunity to answer questions about the process and report, explaining that one Criterion will be sent about once per week in the near future for campus feedback.
- The committee was reminded to send resources that are referenced in the report to Carol or to Annette so that work on cover sheets and accompanying information can be done.

Jeremy Hawkins reviewed the draft of Criterion Two-Integrity: Ethical and Responsible Conduct, and discussion/suggestions followed:

**2.A.**

- Additional supporting information and links have been added as well as comments from Jeremy Brown as noted in the draft.
- Additional suggestions to address academic integrity include section XII of the Professional Personnel Employment Handbook regarding Professional Conduct, and the Maverick Guide for students.
- Audits are a resource for financial functions.
- A compilation of policies regarding auxiliary functions was suggested; consider adding Athletics separately. Andy Rodriguez is our resource regarding processes/dollar amounts/vendor selection/state purchasing/other related topics. It was suggested to point to the Purchasing Department web site and the State of Colorado site. Include examples. (It was noted that examples listed throughout the report should be different from those used in the 2013 report.)
- The Board of Trustees Manual is an important source for information regarding Governing Board; also include examples.
- Reference(s) to Colorado Statute (pdf) can be included.
- Reference to Clery Act and Title IX should be included; some schools reference these in 2.A. and 2.B. Include information regarding sexual assault and consult with Bryan Rooks regarding concussions.

**2.B.**

- Recommendations from the 2013 study can be included in 2.B.
- Discuss what has happened since Strategic Planning a year ago.
- Include changes/proposals since the VP for Community College Affairs came on board in 2016.

- Clarify what “candidate for accreditation” means.
  - Include explanation that the BOT places the responsibility of institutional day-to-day operations with the President. Faculty assume the responsibility of academic and curricular functions.
  - It was noted that there is some confusion regarding why online courses costs more per credit hour; amounts charged are listed on web site, but explanation is not.
- 2.C. --** It was noted that focus is on “autonomous.”
- 2.C.1 – The Board of Trustees Handbook is a resource; related information should also be included in Criterion Five. Add the Board approval date for the Strategic Plan—January 29, 2016.
  - 2.C.2. – Note that the Board holds some meetings at the Montrose and the WCCC campuses. Include information on the Montrose advisory group (external constituents). Note that the Board also meets with legislators at its January meeting in Denver.
  - 2.C.4. – Note that curriculum proposals originate from faculty and that there are three curriculum committees. Include Academic Policies and Assessment committees in the discussion—a 3-prong approach of policies-curriculum-assessment.
- 2.D. –** Include a copy of the Faculty Senate letter and of President Foster’s email addressing diversity and condemning bigotry. It was noted that there is a 2016 update to the Student Satisfaction Inventory that can be referenced; Morgan will look into what speakers have been invited to campus.
- 2.E. –** Consider adding information regarding Library activities including the current series on responsible and informed use of data. Note that there is a section in the course syllabi template regarding academic integrity.

Randy Phillis updated the committee on the draft of Criterion One-Mission, and discussion/suggestions followed:

- Changes recommended at a previous committee meeting were made with focus on finding resources/evidence items. Some information was re-organized.
- Randy will be receiving information from John Marshall.
- It was noted to update numbers and examples from the new Economic Impact Study, including information on partnerships.
- Add more information to 1.A.3. in addition to referencing 5.C.1. regarding alignment of planning and budgeting priorities.
- It was noted to clarify when the mission statement was discussed and when it was approved.
- The committee will continue discussion on Criterion One at the next meeting, starting with 1.C.

Morgan Bridge again noted that Criterion sections will be sent to campus one at a time in the spring; and that refresher summaries can be sent out in the fall. The committee was asked to think about the possible format of those summaries. It was also noted to keep in mind that references in earlier criteria to other criteria may not make sense to the reader if they haven’t yet received all pieces of the report.

**Days until the 2017 visit as of 02/23/17:** 257 days

**Next meeting:** Tuesday, March 28, 2017, 3:00 – 5:00 p.m. in Lowell Heiny 302

**Future planned meeting dates:** (All are 3-5 p.m. in LHH 302.)

Thur, April 13,

Tues, May 2,

~~Thur, May 4 – Canceled~~