

Colorado Mesa University
HLC Steering Committee
Thursday, March 9, 2017 – 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 (Recorders: Annette Callaway and Jeff Mills)

Absent: Dennis Bailey, Cynthia Pemberton,

Minutes from the previous meeting of February 23, 2017 were approved with the correction that Steve Werman was absent.

General discussion:

- When the Criterion reports are sent to the campus community, link **locations** within the document drafts can be indicated with numbers, tracking balloons, text within brackets, or other formats. While reviewing, anyone can request to see a target document which can then be emailed to them.
- All were reminded to read Criterion 4 with extra attention/responsibility to suggest additions/evidence.
- Continue to plan which documents or items will be linked, the cover pages needed, and the contents of the cover pages.

Note: Discussion on Criterion 4 was postponed until the next meeting as work is still in progress.

Randy Phillis reviewed the latest draft of Criterion 1: Mission. Discussion/suggestions included the following:

- 1.C. – The need to address diversity in learning outcomes was noted. There exists the “Faculty Senate statement regarding embracing diversity and condemning bigotry.” Include additional information and a list of faculty colloquia, some of which address cultural aspects of diversity.
- 1.D. – Information will be added for Theatre and Music event attendees. Possibly group the types of programs and activities (e.g., summer camps, fairs, etc.) Note examples of collaboration with other agencies such as with District 51 for the regional science fair. Remove reference to the President’s Higher Education Community Service Honor Roll.

Steve Werman reviewed the latest draft of Criterion 3—Teaching and Learning: Quality, Resources & Support. Discussion/suggestions included the following:

3.A.1.

- Include a stronger statement noting that reviews have been positive and contribute to continuous improvement of academic programs. Programs reviews can provide information regarding WCCC.
- Bette Schans will check regarding the status of the Paramedic Program, the letter regarding the status of the Social Work Program, and ABET and the status of the MET Program.
- Add a list of Essential Learning courses with notation of those approved for gtPathways.
- Include some information on the State’s new process for gtPathways course approval including a link to a pdf of information from the CCHE web site.
- Include a link to CMU’s combined Curriculum Policies and Procedures Manual for Graduate, Undergraduate, and WCCC Curriculum Committees.

3.A.2.

- Refer to information reported in 4.B. in this section.

3.A.3.

- Explain that HLC approved CMU's application for extension regarding faculty qualifications and credentials for those teaching dual credit (concurrent) courses. Note in the document that there is a faculty liaison in each Academic Department. Visits are made once per semester and these Lecturers are evaluated. Department Heads can be contacted for documentation regarding visits. Note that the same learning outcomes are used for dual credit courses.
- Delete references to Quality Matters and check with Tim Pinnow regarding CMU's current process to approve online courses; include a link for related documents or web site information on the process.
- Add a statement regarding the Aviation program as a contractual agreement.
- Check with Department Heads for information regarding student individualized instruction and related feedback forms completed by the student and the supervisor for the activity.

3.B.1.

- Include information on why CMU switched from "General Education" to "Essential Learning"—that it was a deliberate decision and thoughtful process as part of Integrating Learning. Kurt Haas can be contacted regarding the process. It was noted to check that references to General Education be changed to Essential Learning whenever appropriate throughout the document.

3.D.3.

- This section has been revised (formatted bold in the draft). Include information describing CMU's student orientations, number of sessions offered, and that advising and registration are included. Also include information regarding WCCC's orientation activities. Morgan will draft information regarding advising of students for graduate programs.
- Include discussion of Degree Works; emphasize work being done to determine the needs of students, and developing appropriate plans specific to individual students.

Criterion 3 discussion will continue at the next Steering Committee meeting, starting with 3.B.2

It was agreed to meet next week on March 16th from 3:00-5:00 p.m. to review Criteria 3 and 4. Morgan will send an email confirming the meeting. (Note that the meeting time was subsequently changed to 4:00-5:15 p.m. with notification sent by Morgan to the Committee.)

Days until the 2017 visit as of 03/09/17: 243 days

Next meeting: Thursday, March 16, 2017, 4:00 – 5:15 p.m. in Lowell Heiny 302

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

Tuesday, March 28, 2017

Thur, April 13,

Tues, May 2,

~~Thur, May 4~~ – Canceled