Colorado Mesa University  
HLC Steering Committee  
Thursday, March 16, 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 March 9, 2017 were approved as submitted.

General discussion:
• Criterion Chairs were asked to post the latest versions of Criterion report documents in the R drive  
before spring break. Annette will add HLC text and some formatting in preparation for each section  
to be sent to faculty and staff.

Steve Werman reviewed the latest draft of Criterion Three—Teaching and Learning: Quality, Resources  
and Support. Discussion/suggestions (starting with 3.B.2.) included the following:

• 3.B.2. – No questions or comments at this time.
• 3.B.3. – Graduate involvement in Student Showcase and Graduate Research Day can be clarified. A  
table providing participation numbers can be included and may be an update to a previous table.  
[General discussion included getting link addresses posted on the R drive for resources in each  
Criterion, and posting Word or Excel versions of documents (vs. PDFs) for any needed updates or  
formatting.]
• 3.B.4. – Clarify name of Bridge Pathways Program. Include numbers of exchange students. A  
Board of Trustees presentation by Michael Poll and Tim Hatten is already on the R drive.
• 3.B.5. – Data regarding Sponsored Programs for 10 years is in a table on the R drive; Grants have  
provided numerous opportunities for students. Carol will check with Tom Benton regarding a list of  
accomplishments related to the Innovation Center.
• 3.C.1. – Focus should be on service in this part.
• 3.C.2. – A related policy is being discussed. A table with data/information on faculty qualifications  
is being utilized; it is listed by department, by type of appointment, and how qualification is  
determined for each faculty member (or next steps if not qualified). A Board approved list of  
terminal degrees will be attached to the policy as Interpretive Guidance. Another table will follow  
this summer regarding faculty who have not met required qualifications. The visiting team may ask  
for information to be pulled at the time of the visit or prior to the visit.
• 3.C.3. – Include clarification regarding tenured faculty comprehensive vs. annual evaluations.
• 3.C.4. – Tables for faculty development will be updated; there is a table regarding sabbatical leaves  
in the R drive.
• 3.C.5. – Hold for now on the Early Alert discussion. WGISAS is working on a recommendation for  
the near future. Include any survey results regarding faculty such as NSSE.
• 3.C.6. – We hire qualified staff but there is not currently a summary table with information from  
staff vita. Emphasize and list staff training events/activities; Millie Moland and John Marshall can  
be consulted. Focus on how to document quality of staff. Note that job criteria/requirements and  
staff vita are in alignment as insured by job descriptions and search processes. All considered for a  
position do meet minimum qualifications, and the most qualified are subsequently hired. Steve will  
draft information for this section.
• 3.D.1. – Clarify that CMU has worked hard to address the special needs of our students. List support offices in table format.
• 3.D.2. – Clarify that the GOALS Program is designed to assist underprepared students at the associate and certificate levels; students are advised (not placed) into appropriate Math and English courses.
• 3.D.4. – It was discussed whether detail belongs here or in Criterion 5 under facility discussions; highlight newer changes as well as earlier changes. Look at planning documents regarding software (e.g., D2L, Turnitin); IT has a list of all desktop software installed across campus. ADVISE is coming soon and training is planned. Criterion 5 is related, but focuses more on general information such as square footage. Clinical labs are on-campus. Take out reference to hotel plans for now.
• 3.D.5. – Tomlinson Library information fits here and more information is coming from Sylvia Rael.
• 3.E.2. – There are no “claims” that pertain to this.

Criterion 5 will be discussed at the next Committee meeting on Tuesday, March 28, 3-5 p.m. in LHH 302 [Note that the March 28 meeting was subsequently canceled and the next scheduled meeting was confirmed to be Thursday, April 13, 2017, 3-5 p.m. in LHH 302.]

**Days until the 2017 visit as of 03/16/17:** 236 days

**Next meeting:** Thursday, April 13, 2017, 3:00 – 5:00 p.m. in Lowell Heiny 302

**Future planned meeting dates:** (All are 3-5 p.m. in LHH 302.)
- Tuesday, March 28 -- Canceled
- Thur, April 13
- Tues, May 2
- Thur, May 4 -- Canceled