

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