

Colorado Mesa University
HLC Steering Committee
Thursday, April 20, 2017 – LHH 302

Present: Morgan Bridge (Chair), Jeremy Brown, Carol Futhey, Jeremy Hawkins, John Marshall,
Heather McKim, Joe Richards, Steve Werman (Recorders: Annette Callaway & Jeff Mills)

Absent: Dennis Bailey, Cynthia Pemberton, Randy Phillis, Bryan Rooks, Bette Schans

Minutes from the previous meetings of March 16 and April 13, 2017 will be reviewed at the next Committee meeting.

The latest draft of Criterion Four—Teaching and Learning: Evaluation and Improvement, was reviewed by committee members present. In addition to these minutes, members present will send notes and feedback to Criterion Four Chair, Bette Schans, who was not able to attend this meeting. Discussion/ suggestions included the following:

- 4.A.1. Line 19, explain the role of the Faculty Assessment Coordinator including at the program level and department level as applicable; possibly include a position description.
- 4.A.2. and 4.A.3. Include or expand information on experiential learning or other forms of prior learning (e.g., military, DANTES). Refer to related portfolio policies. Check into the use of WCCC certificates for experiential learning.
 - Line 35, explain the role of CCHE.
 - Line 36, take out “most” in reference to statewide transfer.
 - Line 39, link to the “set requirements” for equating test scores to course credits as referenced.
 - Lines 41 & 42, note that Department Heads consult with faculty when evaluating credits for course substitutions/waivers.
- 4.A.4. Line 53, indicate which of the 3 Curriculum Committees, or all?
 - Line 65, clarify with library staff if data refers to the number of books added or a total count.
 - Line 85, focus on **proof** of course comparability across all sections.
- 4.A.5. Line 93, check to see if the AAS Radiologic Technology is still active.
 - Line 101-102, confirm if the AAS RN degree has been deactivated.
- 4.A.6. Line 140, explore linking to 5-year trend reports from CCCS regarding job placement and continuing education rates for WCCC graduates.
 - Line 144, more information is coming from academic department regarding graduates.
- Describe in more detail what we do with collected data in addition to describing the assessment process and tools utilized.
- Include discussion of actions planned or taken within programs as a result of assessments. Consider including examples of department actions/changes in a table format. It was noted that the more evidence (actions taken) that can be provided, the better.
- Include the assessment timetable from the Program Review Manual. It was noted that page 6 of the Program Review Manual shows the cycle for a progress report; a question was posed if this progress report is the same as a 3-year summary report.
- Focus on the actions as described within the 3-year summaries; possibly present action information in table format.
- Lines 577-583, the report notes how and the fact that assessment has been conducted, but could be expanded to include what has been done with that information.

- 4.B.2. Line 715, the question was posed, are additional information and more examples needed in this section?

Morgan Bridge will explore meeting dates for the Committee's next few meeting, and will be in touch with the Committee. May 2 and/or 4 were mentioned as possible dates. [Note: Dates were subsequently announced to include May 19 and 26, June 1 and 2 (see below).]

Days until the 2017 visit as of 04/20/17: 201 days

Next meeting: TBA as of this meeting.

Date of meeting subsequently announced:

Friday, May 19, 1:00-3:00 p.m. in Lowell Heiny 302

Future planned meeting dates:

Friday, May 26, 1:00-3:00 p.m. in Lowell Heiny 302

Thursday, June 1, 1:00-3:00 p.m., location TBA

Friday, June 2, 1:00-3:00 p.m. in Lowell Heiny 302