

Colorado Mesa University
HLC Steering Committee
Friday, May 19, 2017, 1:00-3:00 p.m. – LHH 302

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

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

Minutes from the previous meetings of March 16, April 13, and April 20, 2017 were approved with a correction that Randy Phillis was absent from the April 20 meeting.

Chair Bridge discussed the importance of leading with an actual statement saying that we are meeting the criterion, followed by a succinct presentation of the proof to back up the statement. It should be easy for a visiting team member to immediately focus on our claims, as well as see the evidence to support those claims.

Randy Phillis reviewed, along with the Committee, the latest draft of Criterion One—Mission. Discussion/ suggestions included the following:

- 1.A.1. Line 10, Add an introductory sentence that discusses the enabling statutory legislation.
Line 31, Add the why of the mission statement.
- 1.A.2. Services are listed, but does this prove the criterion. Possibly include a link to Student Services site. Highlight who our students are. Some of the departments are in Student Services and some are Academic Affairs (e.g., Registrar’s Office, Student Success, GOALS at WCCC).
Line 45+, Re-order to lead with Baccalaureate, WCCC and then Graduate Programs.
It was noted that the recent initiative to recruit 15,000 students should be explained in Criterion 5.
- 1.A.3. Joe Richards will check the reference to “39% of operating revenues.” Should this be expenditures or revenues? Jeremy Brown read a brief paragraph to the group and will forward the text to Morgan Bridge for inclusion in the next draft.
- 1.B.1. Lines 116-123, note that Vision and Values are part of CMU’s Strategic Plan. Possibly rework the paragraph for clarity.
- 1.B.2. Possibly use the first sentence of the 2nd paragraph as the lead-in. Select some of the key bullets with additional information as examples, and link to a list of the remaining bullets.
- 1.B.3. Lines 174-179, rework paragraph; link to the agreement. Joe Richards will request the latest proposed Performance Contract from Laura Glatt.
- 1.C.1. Lines 201-202+, take out and include in Kurt Haas’ information.
Line 228, re-affirmed, or reiterated, or agreed with? Statement is being located.
Note that 1.C.1. addresses our role; 1.C.2. explains what we do. Lines 193-195, 208-210, 212-213, and 218-226 all address our role as stated.
- 1.C.2. Lines 305-363, are all examples needed? Consider tightening up this part with a bulleted list.
Line 257+, examine purpose of paragraph; what are we doing with “less satisfied” feedback?
Lines 234-246, check for contradiction and reason for Hispanic enrollment increase. Include information on Admission’s and Financial Aid Office’s efforts to provide assistance for students. TRiO is a good example for this section; annual reports are available. Consider putting numbers at the end to illustrate results of the efforts described. Include Office of Student Success students.
Line 312, paragraph can be tightened up.

- 1.D.1. Add facilities sharing (e.g., Walker Field, Natatorium, Science Fair, Housing, Water Festival, Engineering Building for Math & Science Center, Special Olympics, use of Library). Include information from the Impact Study. Consider a comprehensive list which can be referenced in other sections.
- 1.D.3. Identify external constituencies and communities of interest. Strengthen the declarative statement and provide a couple of examples, then link to full list.
Line 458, what are our public outreach units—include specific examples. The new initiative CMU 20,000 can be included here.

Jeremy Hawkins reviewed, along with the Committee, the latest draft of Criterion Two—Integrity: Ethical and Responsible Conduct. Discussion/ suggestions included the following:

- 2.A.2. States policy but additional evidence may be needed. How are we following our policies? Financial area is straightforward.
Line 141-153, Jeremy Brown re-wrote the IT paragraph and will forward that to Morgan for inclusion in the next draft.
- Discussion included student complaints, employee grievances, sources of information/records, and how do these relate to operating with integrity vs establishing and following policy.
- 2.B. The Board approves any annual tuition updates—should that be included here, or in Board oversight, or end of the Board section?
Line 251, add that minutes are posted on the web page and that meetings are open.
- 2.C.2. Line 298, reword to say “to engage as many constituencies as possible.” Check all references to the Board of Trustees for consistency; it was concluded to use “BOT.”
- 2.C.3. Line 321, move to the top as part of a declarative statement.
- 2.C.4. Morgan will check the Trustee Manual regarding curriculum matters; there is a new version so references may need to be updated. Also the Professional Personnel Employment Handbook is being revised.
- 2.D. Line 355, include more information on the email from President Foster; consider a link.
- 2.E.1. Are there updates on the Office of Sponsored Programs with the new director? Some recent activities have been referenced in emails to campus.
- 2.E.2. Add information on Tomlinson Library activities, training, and other sessions.
- 2.E.3. Add a statement on process when an academic honesty issue is not resolved at the department level and goes to Academic Affairs. Mention Turnitin. Note that integrity is discussed in FYI courses, UNIV courses, and through the Office of Student Success. The library has a related module.

Days until the 2017 visit as of 05/19/17: 172 days

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

Future planned meeting dates:

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

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