

DRAFT
Colorado Mesa University
HLC Steering Committee
Wednesday, December 7, 2016 -- LHH 302

Present: Morgan Bridge (Chair), Dennis Bailey, Jeremy Brown, Carol Futhey, Jeremy Hawkins, John Marshall, Heather McKim, Cynthia Pemberton, Randy Phillis, Joe Richards, Bryan Rooks, Bette Schans, Steve Werman (Recorders: Annette Callaway and Jeff Mills)

Minutes from the October 13, 2016 Steering Committee meeting were approved as submitted with future meeting dates corrected.

The Committee discussed meeting dates for January 2017; meetings were set for Wednesday, January 11, 3:00-5:00 p.m., and Friday, January 13, 11:00 a.m.-2:00 p.m.

Dr. Schans reported that no additional comments or suggestions regarding Criterion 4 were sent to her following the October 13th meeting.

Dr. Bridge reminded all of “Triangulation” as previously discussed and strongly recommended by HLC. Also, each Criterion Committee was reminded to ask: Is the argument convincing? If not, what is needed to be so?

Dr. Phillis presented the draft of Criterion One-Mission, and discussion followed. The draft was modeled after the Pittsburgh State example, but is about 800 words shorter.

1.A.1. comments/suggestions:

- It was suggested to speak to the process of how CMU developed its mission statement. Reference was made to the 11/13/12 Board of Trustees Agenda and minutes from their previous meeting.

1.A.2. comments/suggestions:

- Include Graduate Certificates for Concurrent faculty (which will go to the Board of Trustees in January, 2017).
- Include Delta-Montrose Technical College in information regarding vocational delivery.
- Update enrollment figures regarding headcount, diversity, etc. (near end of this section), and add additional sentences to tie back to the mission statement.

1.A.3. comments/suggestions:

- Add sentence(s) with further explanation/evidence regarding budget priorities and mission statement in addition to referring to 5.A.
- Pull additional information from the strategic plan regarding diversity.

1.B.1. comments/suggestions:

- None at this time.

1.B.2. comments/suggestions:

- Include more explanation to go with bulleted list re: CMU’s core values reflect the educational and community service aim of the mission statement.
- Does evidence answer Who? What? Where? and tie to mission and vision?

1.B.3. comments/suggestions:

- Clarify “intended constituents” by explaining the 14-county service area.
- Address baccalaureate and graduate levels.

1.C.1. comments/suggestions:

- The census profile will be updated in February.
- Utilize the high-level executive summary regarding the climate survey to provide evidence.

1.C.2. comments/suggestions:

- Is there a contradiction regarding serving the 14-county region and the student profile numbers listed for Fall 2016? It was noted that while serving students from the region, growth is coming from outside the region.
- Note the percent from out-of-state and emphasize that students are not being turned away.
- Include information from the climate survey and added programs regarding inclusion; mention faculty/staff training, and information being provided to students (at Orientation, FYI, on-campus before classes begin.)
- Remove reference to Four Corners Conference near end of section.
- Add Green Zone training for veterans (dedicated space, mentoring programs).
- Add GOALS program at WCCC.
- Include ISEP and International recruitment documentation.
- John Marshall's office also will provide some current information to Dr. Phillis for this core component.

1.D.1. comments/suggestions:

- This component addresses beyond CMU and its students. 1.D.1. and 1.D.3. seem closely related.
- The Impact Study is a resource.

1.D.2. comments/suggestions:

- Some information from 1.D.2. should be moved to 1.D.3. with explanation that 1.D.2. may not apply to CMU.
- Remove information regarding student hours of community service.

1.D.3. comments/suggestions:

- Reference to the Professional Personnel Employment Handbook and faculty unpaid public service to the community can be moved to 1.D.1.

Summary comments/suggestions:

- Dr. Bridge explained that summaries should be effective in highlighting what is most important, but do not have to be longer than a few paragraphs.
- The information in the summary should point the reader to look at specific information and noted that this summary is effective.
- Summaries should not include links.

Dr. Hawkins presented the draft of Criterion 2-Integrity: Ethical and Responsible Conduct, and discussion followed. Sample report information from Palmer College of Chiropractic was reviewed by the sub-committee.

2.A. comments/suggestions:

- Include CMU's policies regarding audits such as that of the Board of Trustees.
- Note that the Board of Trustees sees a financial dashboard at each meeting.
- CMU has internal controls (policies/rules/procedures) that guide the institution; relate audit practices to internal controls. Dr. Bridge also will work on this information.
- Include discussion of integrity of faculty and information in the personnel handbook that speaks to appropriate behavior. Information on tenure and promotion can be limited.

- Add information pertaining to exempt staff.
- Reference policies/sources that guide processes.
- Include institutional policy on computer use and copyright policies (link to pdf). Include processes and training (Jeremy Brown will provide some explanation for this).

Due to time constraints, Dr. Bridge asked that Committee members review the rest of Criterion Two and send comments and suggestions to Dr. Hawkins. She also asked that Dr. Phillis and Dr. Hawkins later send revised drafts to the committee members.

Days until the 2017 visit as of 12/07/16: 334

Next meeting: Wednesday, January 11, 2017, 3:00 – 5:00 p.m. in Lowell Heiny 302

Future meetings:

Friday, January 13, 2017, 11:00 a.m. – 2:00 p.m. in Lowell Heiny 302