**HLC Steering Committee Meeting**

**4/18/11**

**1:00 p.m. – 3:00 p.m.**

**Library Board Room**

**Present:** Dr. Lynita Cooksey, Co-Chair, Dr. Julie Isaacson, Co-Chair, Dr. Osa Amienyi, Russ Hannah, Nancy Hendricks, Dr. Cherisse Jones-Branch, Dr. Kathryn Jones, Randy Martin, Dr. Andy Novobilski, Sarah Peoples, Dr. Lonnie Williams, Jeff Bailey, Dr. Louella Moore, Dr. Richard Grippo, Dr. Deborah Owens, Marie Dockter

**Absent:** Dr. Beverly Boals, Kevin Linker, Randy Martin, Sarah Peoples, Dr. Jim Washam, Mark Young, Dr. Dick Freer, Beth Smith and Pradeep Mishra

Dr. Cooksey called the meeting to order at 1:00 p.m.

The committee discussed the HLC Annual Meeting that was held in Chicago April 8-12. The Committee also discussed our accreditation visit for fall 2012. We are supposed to receive a letter from HLC to choose the time of our visit but the letter has not been released yet. We should receive it in a few days.

Dr. Cooksey asked where each subcommittee was in gathering their information and what the red flags in each of their criteria were.

There was discussion from various members who attended the HLC Annual Conference.

* Too many assessment sessions – Lonnie Williams
* Finance session was good – Russ Hannah and Andy Novobilski
* Distance education definition, date of visit, date – written in one voice – Julie Isaacson
* Sessions – special projects – expect turnover in personnel, pick projects that will bring greatest good to University. Match Strategic Plan to the Self-Study, Pathways – Kathryn Jones

HLC Team will check on things we needed to improve first:

1. Assessment
2. Strategic Planning
3. Shared Governance
4. Distance Education
5. International Program

Karen Solomon is our liaison for the HLC Self-Study.

Resource Room will be primarily electronic.

Federal definition of a credit hour – “Carnegie Unit”

HLC Steering Committee Meeting Minutes

April 18, 2011

Page 2

The new criteria haven’t changed much, just where they have placed it. Criterion 5 has been put into 1; etc.

If we get a 2013 visit, there will be a crosswalk to match up what we’ve already done in the old criteria.

Mission of the university is different from the Mission Statement.

**Role & Scope of the Institution**

Who are we? Who do we serve?

Mission Statement – put in Publications but take off (ASU = e3)

**Criterion 1: Mission & Integrity** – Jeff Baily/Louella Moore

* Hard to find Mission Statement on website\*\*
* Divided subcommittee into 5

Suggested adding Mission Statement to signature page of email addresses

New design of website rolls out after Labor Day.

Ask Cristian Murdock to visit with our group regarding new website.

**Criterion II: Preparing for the Future** – Russ Hannah/Rich Grippo

* Broke down subcommittee in components of criteria
* What types of evidence needed/what they have/where to get it.
* 3d - Survey Monkeys
* Learning Environment – from last visit classroom spaces and technology – specifically Wilson Hall
	+ Due to earthquake codes, Wilson Hall could not handle more technology renovations. Metal structure is new building but ran out of funding. Looking at some $ to update technology
* \*\*3c – Have someone address issues. How are we equipping Wilson Hall?
* Speak of success too, but also acknowledge that we’re not there yet. – Russ Hannah

Self-Study is eighteen (18) months from now - $14,000 may put a shell on the Wilson building.

**Criterion III: Student Learning and Effective Teaching** – Deborah Owens/Jim Washam

HLC Steering Committee Meeting Minutes

April 18, 2011

Page 3

Non-traditional student, International Students, Disabled Students – what services are offered? What do they need?

NSEE, FESSEE data will provide data for this.

\*\*\*Showcase areas that show progress!!

“ARON”

Video montage of students!

Contribute our self-study to the HLC Conference – things we have done.

**Criterion IV: Acquisition, Discovery, and Application of Knowledge** – Andy Novobilski/Marie Dockter

Broke subcommittee into two:

4a – Compiled list of artifacts

4b

4c

4d

One way to advertise faculty and student accomplishments.

Scholarship of Teaching – how to document this.

Faculty Productivity Report – was to go to the Provost Office in the NHP format.

Digital Measures – NHP

Needs CV for faculty & staff

* Cover sheet on top of CV’s for bare minimum
* HLC is looking for
* Cindy and Lynita to work on items needed.
* Adjuncts and Regional Programs, Directors, Coordinators at distance sites and executive administration (Chancellor, Provost, Dr. Cooksey, Dr. Lonnie Williams, Dr. Rick Stripling, Russ Hannah, etc.)

#4 – Brought some students onto the committee

Group #5: Engagement & Service – was not able to be here today.

Dr. Cooksey indicated that she needs information from each subcommittee by May 15th or the end of May.

HLC Steering Committee Meeting Minutes

April 18, 2011

Page 4

Meeting adjourned at 2:20 p.m.

Submitted by:

Chris Collins

Assistant to Dr. Lynita M. Cooksey