HLC Steering Committee Meeting – February 19, 2018

1. Process overview

    a.   Electronic workspaces

        i.   OneDrive/D2L

        ii.   Repository of collected data

Each Criterion Committee has developed one of these as a data repository. There are some advantages to using the OneDrive as multiple people can edit simultaneously and it retains versioning information.

    b.   Data Request Form/Data Team process

Marty walked the group through the Data Request process and the way they will be evaluated. It is important that you explain what questions you are trying to answer. The data team will get back to you to refine your request as needed.

    c.   How to avoid making Data Requests (Power BI–Doug Olney)

Doug showed us the four reports he has been developing to make data available to the committees and eventually the broader campus. These are for internal use only as private information can be gleamed from them.

    d.   Criterion Committee deliverables

Randy discussed about the expectations for this spring. As you work through your core components and gather evidence please indicate the areas you believe you need additional guidance and/or evidence.

    e.   Committee student members

Criterion Committee One's student member has not responded to emails.

Criterion Committee Two's student is attending meetings.

Criterion Committee Three's student is attending meetings.

Criterion Committee Four's student member has not responding to email

Criterion Committee Five's student could not make the meetings.

Randy will reach out to students and Student Senate try to get active students on all committees.

      f.   Process issues and questions

Jim complemented the co-directors on the process they set up.

2.   Criterion Committee Reports

      a.   Criterion One

They feel they were off to a slow start but they have met twice and are collecting information. One issue has been information on the process that was used when the mission/vision was developed. They are going to do a data request. They suggested that our website include this kind of information in the future. Meeting weekly on Wednesday at noon.

      b.   Criterion Two

Meeting bi-weekly at 8:00 on Wednesday. They are gathering information and are on track.

      c.   Criterion Three

Meeting bi-weekly at 9:00 on Wednesday. They feel like they are on track. They are using the assurance arguments online as a basis for their data gathering.

      d.   Criterion Four

Meeting bi-weekly at 12:30 on Wednesday. They are focusing on 4B and gathering information and making data requests.

      e.   Criterion Five

Meeting weekly at 10:00 on Monday. They divided up the components and are busy gathering data on each. They invited HR to their last meeting and have Karen coming next week.

3.   Steering Committee meeting schedule

We will meet again in late March and at the end of the semester.

4.   Engaging the campus

We need to bring our Mission/Vision and Shared Fundamental Values to the forefront. How do we engage the campus? Having a student essay contest on the personal importance of the mission/vision was discussed. Including the mission/vision in the Centennial Celebration.