

HLC Steering Committee
Meeting #20
Tuesday, October 9, 2012
4:00 p.m. Student Center, Room 303

Attendees: Marilyn Buck, Ted Buck, Bryan Byers, Clare Chatot, Nancy Cronk, Rodney Davis, Alan Hargrave, Kay Hodson-Carlton, Michael Maggiotto, David Perkins, and Barb Phillips

Not in Attendance: Bernie Hannon, Chip Jagers, Leisa Julian, William Knight, Dan Lutz, Greg Wright, and Hollis Hughes

The notes for September 24, 2012 were approved without correction.

363 days left until the HLC visit

Announcement:

- The dates for the HLC Accreditation Forums have been set.
 - Wednesday, November 7 at 9:00 a.m. in BC-206
 - Monday, November 12 at 6:30 p.m. at the Horizon Center, Prairie Creek Room
 - Tuesday, November 13 at 3:00 p.m. in BC-206
- Michael Maggiotto asked that each chair make sure that someone is at each forum to represent their Criterion. He told the chairs they should plan to be at the forum a half an hour before the event to allow time to get a microphone fixed.
- All forums will be streamed. The two in BC-206 will be set up with text messaging, email, chat, etc.

Discussion of edited draft reports

- David Perkins and Kay Hodson-Carlton will put rigor documentation in their rewrite.
- Michael Maggiotto suggested that the chairs share their reports with their subcommittee and get their feedback. Most chairs indicated they have already shared this information with their subcommittee members. He suggested the chairs invite individuals to scrutinize certain areas of the report, fifteen or twenty pages, with overlapping materials. If the chairs feel that a type of employee comment would be helpful to your Criterion/component/subcomponent, personally invite someone from that area to read that section and comment.
- Alan Hargrave—would be possible to post the report with tabs for the different areas (components and subcomponents) so individuals could see what interests them by tab title then read and comment on those areas. He also wanted to know if Blackboard could

be used for comments and if there was a way or need to track what areas we are getting comments. Michael Maggiotto said the tracking issue was a question for Dan Lutz.

- Ted Buck—the feedback form could include a place to indicate the area the individual is from. He then asked this group if they wanted the form to be anonymous. Some felt putting a name on the form might restrict the comments while others thought it was important to take ownership of the comments. The group made no decision on the subject.

General Discussion:

- Ted Buck gave a list of ways that University Marketing and Communications plans to announce the forums and ask for feedback.
 - Websites
 - Emails
 - Communication Center
 - Alumni batch email
 - Digital signage
 - Web calendar (University calendar)
 - President's Perspective
 - New sources
 - Daily news
 - Star Press
 - WBST
 - Muncie Times
 - Poster
 - Table tents
 - There was mention in a previous meeting that Marilyn Buck and/or Michael Maggiotto would go to faculty council, staff council, and SGA to announce the forums and request feedback.
- Alan Hargrave—is it possible to put a message as a screen saver on the University Library computers and a reminder to put the table tents at the Retreat because many of the faculty eat there for lunch were suggestions put forward by Alan Hargrave.
- University Marketing and Communications will target the general campus, students, alumni, and the community.
- Barb Phillips was asked how the University could best reach the Trustees and she said they had a meeting October 17; however, the committee thought that might be too early to bring up the forums. Barb said they also have the retreat the first week in November and it was decided that might be the better time to announce the forums.
- Ted Buck—there would also be communication about when the feedback would come to a close and the forums will be archived, probably on the Accreditation website.
- Ted Buck pointed out to the committee that the forum on November 7 at 9:00 a.m. was on the day after a national election and perhaps we would have problems getting a good attendance. There was a suggestion to see if the two forums in BC-206 could switch times or move the November 7 forum to Friday morning.

- Ted Buck asked about the budget for the advertisement, posters, etc. Marilyn Buck told Ted the Provost had the budget for accreditation and Ted should submit an estimate of what he will need to her office and she would take it to the Provost.
- For consistency, the decision was made that every Criterion needs a summary. Some of the Criterion chairs have already included this.
- Ted Buck said he would have the communication plan ready tomorrow.

2012-2017 Mission Statement

Mission

As a public research university, we focus on students and high-quality, relevant educational outcomes. Disciplinary knowledge is integrated with application. We do this in a manner that fundamentally changes students, researchers, and our external partners, who look to the university for guidance. We transform information into knowledge, knowledge into judgment, and judgment into action that addresses complex problems.

The meeting adjourned at 5:05 p.m.
Next Meeting: Tuesday, October 23, 2012
Student Center, Room 303