

HLC Steering Committee
Meeting #22
Tuesday, January 15, 2013
4:00 p.m. Student Center, Room 303

Attendees: Marilyn Buck, Ted Buck, Clare Chatot, Nancy Cronk, Rodney Davis, Alan Hargrave, Kay Hodson-Carlton, Leisa Julian, William Knight, Dan Lutz, Michael Maggiotto, and Greg Wright,

Not in Attendance: Bryan Byers, Bernie Hannon, Chip Jagers, David Perkins, Barb Phillips, and Hollis Hughes

The notes for November 6, 2012 were approved without correction.

265 days left until the HLC visit

Discussion of the self study feedback

- The discussion was on “How we move forward”.
- The forum provided a few comments/suggestions to improve the self-study.
- OIE conducted a survey in which they will provide the results.
- The Vice Presidents were asked to provide a list of major accomplishments for their areas in the past few years. This group will need to incorporate this information into their Criterion reports. Marilyn Buck handed out the lists the Vice President’s provided. (Appendix A) Enrollment, Marketing, and Communication (EMC) did not provide a list.
- Michael Maggiotto, Marilyn Buck, Ted Buck, and Bill Knight will meet with the chair and co-chair from each Criterion to discuss how the accomplishments can be incorporated as well ask questions to clarify their story.
- There will be another campus feedback after the rewrite.
- There was discussion about SharePoint, citations, and the resource room and how the information will be stored and pulled for the report. There is some confusion about why the information will be moved from the SharePoint to a resource room. The move is to organize the information so the HLC review committee can locate items easily. Bill Knight suggested the SharePoint site may become our working site. Many individuals upload to SharePoint and there is no consistency to the organization of that material. The resource room may need to be organized by one or two individuals so they will know how to find information quickly when the HLC reviewers make those requests.
 - The citations will be the starting point
 - The hyperlinks will be to specific examples
 - The resource room will be for the reviewer to look past our handpicked examples.

- Marilyn Buck sent out a list of items to the Deans and Vice Presidents that should be uploaded to SharePoint.
- There is a facilities master plan. There was an initial draft after the last HLC visit and there are reports about progress.
- Leisa Julian asked questions about the list that was sent to Business Affairs. The general financial report, maintenance plan and renovation plan will go in the HLC self-study report.
- Alan Hargrave pointed out the difference between a maintenance plan (on going) and a renovation plan (at the end of usefulness to be renovated).
- The university handbooks will be linked in the self-study. Items that may be pulled out to highlight from the faculty handbook would be Promotion and Tenure, salary merit documents, policy and procedures such as the hiring freeze. Leisa Julian said the staff handbook is being updated. Learning and development sessions should be listed as well as archived lists to show this is an ongoing program. New staff orientation sessions should also be included on SharePoint.
- Marie Douglass will begin setting appointments with each chair and whomever they choose to accompany them and the review group (Marilyn Buck, Michael Maggiotto, Ted Buck, and Bill Knight).

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 5:08 p.m.
Next Meeting: Tuesday, January 29, 2013
4:00 p.m. / Student Center, Room 303