

Steering Committee Minutes 4-21-03

Those present for the meeting in Hickman Dining room (beginning 4:00 pm) included the following:

Bill Deeds, Ron Jorgensen, Lillian Lopez, Mary Leida, Georgie Mrla, Steve Nimmo, John Pinto, Tom Rice, Beth Sibenaller, and Shari Tramp.

Steve Nimmo chaired the meeting, following an agenda that was previously distributed by e-mail to all Steering Committee members. The minutes of the previous meeting were approved.

1. Overview of the Annual Meeting of the Higher Learning Commission in Chicago 2003: John Pinto, Bill Deeds, Beth Sibenaller, Mary Leida and Steve Nimmo shared their impressions of the recent HLC meeting. Some of the important things learned included the following:

- Evaluative writing in the self-study is imperative.
- Assessment continues to be a priority in the re-accreditation site visits.
- More details of how to prepare for the site visitors were shared in a number of sessions.

NOTE: The names of individuals proposed as our site visit team have been received. Barring conflict of interest, these individuals will be invited to serve as our Consultant-Evaluators next February.

2. Hand-outs were distributed. (available as a packet to those who missed this meeting)
- Another example of evaluative writing from one of the HLC sessions in Chicago
 - Some tips to Consultant-Evaluators taken from the HLC website, including things the C-Es are directed to look for in Self-study reports and in resource rooms. Each subcommittee should look at these and keep them in mind when writing their chapters.
 - List of additional Self-Study reports available on-line. More web addresses for larger schools are available; contact any of the people who went to Chicago if you want more addresses.
 - More details for the timeline April 25 through December 2003.
3. Steve Nimmo distributed paper copy summaries of the recent surveys: students, staff and faculty. (Tom Rice will survey some alumni at an event this weekend.) These results will be sent out to all campus constituents by e-mail so they can see how others responded to the survey. Approximately 150 persons responded.
4. The location of the Resource Room (and workroom for the site visitors) was discussed. Walker Science 160 was recommended and approved by the Steering Committee. This room will be taken 'off-line' as a classroom for fall and spring semesters next year to serve this purpose.

REPORTS

1. Glenna Tevis was not able to be present, so there was no report regarding the chapter on GIRs.
2. Response to previous NCA report. Bill Deeds reported writing has begun and that a draft (rough) will be submitted to the co-chairs by Friday, April 25.
3. Criterion 1. John Pinto reported that his committee is reviewing sections of their chapter and expect to finish the bulk of their chapter this week in time for the April 25 deadline. They may add a conclusion later.
4. Criterion 2. Ron Jorgensen reported that their draft is essentially complete; they have included strengths and challenges for each section.
5. Criterion 3. Tom Rice reported that his group is filling in the last details and expects to meet the April 25 deadline.
6. Criterion 4. Terri Curry was not able to be present; no report was given for this chapter.
7. Criterion 5. Beth Sibenaller reported that this subgroup is close to finishing the first draft.

Drafts from each Subcommittee have been placed on Blackboard for review by Steering Committee members and individuals from other Subcommittees. At this point, these drafts are in very preliminary form. Positive suggestions for improvement will be welcomed by each Subcommittee.

The next meeting, scheduled for May 5, 2003, may have to be moved. Watch for an e-mail communicating the new date and time.