

Steering Committee Minutes 9.23.02

The first meeting of the steering committee was convened at 5:30 pm in Hickman Dining Room; dinner was served. The following members were present:

Terri Curry, VP for Student Services
Bill Deeds, VP for Academic Affairs and Dean of the College
Ron Jorgensen, VP for Business and Finance
Mary Leida, Dean for Advising, Professor of Biology
Lillian Lopez, Associate Professor of History and Political Science
Georgie Mrla, Student Representative
Steve Nimmo, Associate Dean of Academic Affairs, Professor of Mathematics
Cathee Phillips, Public Relations
John Pinto, Professor of Psychology
Laura Pinto, Alumni Board Representative
Tom Rice, VP for Institutional Advancement
Glenna Tevis, Director of the Graduate Program
Cindy Welp, Director of Human Resources

Those unable to attend included: John Reynders (President of the College), Beth Sibenaller (Associate Athletic Director), Shari Tramp (Information Services and Webmaster), and Barry Backhaus (Board Representative).

After dinner, persons in attendance introduced themselves. Steve Nimmo gave an overview of HLC and the self-study process. His remarks included what will be different about this self-study and the resultant report compared to the last self-study executed at Morningside College. (summary outline attached) Lillian Lopez, a consultant-evaluator for HLC for the past four years, added some comments from the perspective of her work for the Commission.

Next, we discussed the Self-Study Plan. This document must be submitted soon to our liaison at the Higher Learning Commission, Bob Appleton. We would like to submit a draft of this plan by September 27 so we could receive suggestions for change on October 3 when Bob Appleton will visit our campus.

The essential elements of the Self-Study Plan include a timeline, goals for our self-study, and a proposed table of contents for the self-study report. The timeline has been posted on the Morningside College website for about a month. Steve highlighted the activities that we have planned for the 2002-2003 academic year. The last activity scheduled for September 2002 is selection of members for subcommittees.

The co-chairs have recruited chairs for the following subcommittees, each responsible for a chapter of the final report:

Concerns since the 1994 visit --	Bill Deeds
Meeting the GIRs --	Glenna Tevis
Criterion 1 --	John Pinto
Criterion 2 --	Ron Jorgensen
Criterion 3 --	Lillian Lopez
Criterion 4 --	Terri Curry
Criterion 5 --	Beth Sibenaller

Subcommittee chairs were empowered to select the number of individuals necessary to help them accomplish the data collection and analysis included in their charge. Each has an outline of the GIRs and Criteria provided by HLC. Steve Nimmo will provide each with a copy of the appropriate pages of the NCA (HLC) Handbook; Mary Leida has some sample self-studies that may serve as models. Subcommittees should be large enough to involve a wider part of the campus constituencies but small enough that they work efficiently. Members of the steering committee are eligible for subcommittee service, but we suggested that chairs of subcommittees be exempt from service on an additional subcommittee. Mary and Steve will support subcommittee work in any way that they can.

Some discussion about data collection ensued. Each subcommittee must become familiar with their task and decide what data or information they need to complete their task. They will forward requests to Mary and Steve. Mary and Steve will determine if the data/information already exists. If it does, they will make that information available. If the information needs to be collected, we will coordinate data requests from all subcommittees, hopefully requesting information only once from each data provider. We will work through existing structures as much as possible, involving Faculty Senate in coordination of data requests as per their request.

After subcommittees have had a chance to analyze data and information provided, we ask them to provide a bullet list outline of their work (evaluation) together with pertinent data in tabular form to serve as evidence for the final report. We expect to have a single author so that the entire report reads smoothly.

Next we discussed the goals for the Self-Study as drafted by Mary and Steve. After few comments, we asked that steering committee members offer additions, deletions, or changes in the next few days. One addition was briefly discussed: to identify opportunities for improvement at Morningside College.

A copy of the draft Self-Study Plan is attached.

Steve asked steering committee members to visit the HLC web page at www.morningside.edu/hlc. Steve will post information. Please let him know if anything needs correction or if additional items should be posted. A link to the HLC webpage is also included.

Finally, steering committee members were asked to bring questions to their meeting with Bob Appleson on Thursday, October 3, noon to 1:30 pm in Hickman Dining Room.

Meetings of the Steering Committee will be scheduled approximately once per month to maintain communication between subcommittees and to ensure that the self-study process is proceeding smoothly.

Respectfully submitted,
Mary Leida