MEETING MINUTES
HLC STEERING COMMITTEE
MISSOURI STATE UNIVERSITY
August 27, 2013

Present
James Baker Etta Madden
Lynn Cline Matt Morris
Rachelle Darabi Sarah Nyquist
Thomas Dicke Elizabeth Rozell
Steve Foucart Don Simpson
Cynthia Hail Colette Witkowski
Rob Hornberger Derek Yost
Tamera Jahnke

The April 16, 2013 minutes were approved with no changes.

Student members Sarah Nyquist and Derek Yost were introduced.

Over the summer, President Smart received a letter from the Higher Learning Commission asking for someone to serve as the assurance system coordinator. The HLC assurance system is the online system for self-study reporting. Tammy was selected as the coordinator and will participate in webinar training next week.

Tammy is working on the HLC federal compliance report with the Institution Compliance Committee on campus to address the eight items on the report.

HLC STEERING SUBCOMMITTEE LIST

Criterion One: Mission
Charge: Use what we already have done as a starting point – collected websites, links to the long range plan, and assumed practices to write a 2-3 page narrative of how we meet Criteria 1 and all core components within criterion 1.
Provide three lists: 1) a comprehensive list of evidence, 2) a recommended list of outstanding accomplishments that should be highlighted in the report, and 3) a list of 1-3 concerns and how we are addressing (or not addressing) them.

Report deadline: September 20, 2013
Presentation to Steering Committee: September 24, 2013
Chair: Victor Matthews, Dean, College of Human and Public Affairs
Members: William Cheek, Emeritus
Kenneth Coopwood, VP for Diversity and Inclusion
Cynthia Hail, Interim Department Head, Childhood Education and Family Studies
Cathy Pearman, Department Head, Reading Foundations and Technology
Joshua Smith, Assistant Professor, Biomedical Sciences
**Criterion Two: Integrity, Ethical and Responsible Conduct**

Charge: Use what we already have done as a starting point – collected websites, links to the long range plan, and assumed practices to write a 2-3 page narrative of how we meet Criteria 2 and all core components within criteria 2.

Provide three lists: 1) a comprehensive list of evidence, 2) a recommended list of outstanding accomplishments that should be highlighted in the report, and 3) a list of 1-3 concerns and how we are addressing (or not addressing) them.

Report deadline: November 5, 2013
Presentation to Steering Committee: November 19, 2013
Chair: Elizabeth Rozell, Associate Dean, Management
Members: James Baker, VP for Research and Economic Development
Deanne Camp, Professor, Reading Foundations and Technology
Timothy Daugherty, Department Head, Psychology
Sarah Nixon, Professor, Reading Foundations and Technology
Donald Simpson, Associate VP for Enrollment Management
Xingping Sun, Associate Dean, College of Natural and Applied Sciences

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**Criterion Three: Teaching and Learning; Quality, Resources, and Support**

Charge: Use what we already have done as a starting point – collected websites, links to the long range plan, and assumed practices to write a 2-3 page narrative of how we meet Criteria 3 and all core components within criteria 3.

Provide three lists: 1) a comprehensive list of evidence, 2) a recommended list of outstanding accomplishments that should be highlighted in the report, and 3) a list of 1-3 concerns and how we are addressing (or not addressing) them.

Report deadline: January 13, 2014
Presentation to Steering Committee: TBD in January 2014
Chair: Rachelle Darabi, Associate Provost for Student Development and Public Affairs
Members: Andrew Cline, Associate Professor; Media, Journalism and Film
Crystal Gale, Associate Professor, Library
Robert Hornberger, Registrar
Dianne Slattery, Professor, Technology and Construction Management
Colette Witkowski, Department Head, Biomedical Sciences
**Criterion Four: Teaching and Learning; Evaluation and Improvement**

Charge: Use what we already have done as a starting point – collected websites, links to the long range plan, and assumed practices to write a 2-3 page narrative of how we meet Criteria 4 and all core components within criteria 4.

Provide three lists: 1) a comprehensive list of evidence, 2) a recommended list of outstanding accomplishments that should be highlighted in the report, and 3) a list of 1-3 concerns and how we are addressing (or not addressing) them.

Report deadline: February 3, 2014
Presentation to Steering Committee: TBD in February 2014
Chair: Keri Franklin, Director of Assessment
Members: Lynn Cline, Professor, Library
         Thomas Dicke, Professor, History
         Angela Kohnen, Assistant Professor, English
         Kenneth Vollmar, Department Head, Computer Science
         Rebecca Woodard, Professor, Kinesiology

**Criterion Five: Resources, Planning, and Institutional Effectiveness**

Charge: Use what we already have done as a starting point – collected websites, links to the long range plan, and assumed practices to write a 2-3 page narrative of how we meet Criteria 5 and all core components within criteria 5.

Provide three lists: 1) a comprehensive list of evidence, 2) a recommended list of outstanding accomplishments that should be highlighted in the report, and 3) a list of 1-3 concerns and how we are addressing (or not addressing) them.

Report deadline: February 24, 2014
Presentation to Steering Committee: TBD in March 2014
Chair: Etta Madden, Professor, English
Members: Micheal Foster, Associate Professor, Theatre and Dance
         Stephen Foucart, Chief Financial Officer, Financial Services
         Kathleen Kennedy, Department Head, History
         Matthew Morris, Associate VP for Administrative and Information Services
         James Scott, Assistant Professor, Finance and General Business

An updated list of items of question/concern dated August 9, 2013 was reviewed. The Steering Committee reminded subcommittees to also review key performance indicators along with data collected and the state performance measures. The chair will send the following links to subcommittee chairs:

Key Performance Indicators: [https://mis.missouristate.edu/KeyPerformanceIndicators/](https://mis.missouristate.edu/KeyPerformanceIndicators/)

CBHE/MDHE Performance Funding: [http://www.missouristate.edu/oir/151306.htm](http://www.missouristate.edu/oir/151306.htm)

University highlights for the last couple of years can be found at: [http://www.missouristate.edu/president/highlights.asp](http://www.missouristate.edu/president/highlights.asp)
We now have PDFs of all university highlight lists from 2005 to the present for any subcommittee to review and use in their report. If you are interested in reading these highlights, contact Sherry Jones.

Tammy reported on steering committee progress as well as what board members might expect during a site visit at the Board of Governors August retreat. Accreditation is on the list of annual university goals. She also presented at the Academic Leadership Council retreat in July. The ALC team worked in small groups to provide evidence for how we meet the criterion core components and their document is attached.

The Steering Committee members reviewed that document with recommended additions to this evidence list that include:

1.D. Service Learning Annual Reports
   Study Away
1.D.2. Minutes of the Board of Governors and Subcommittees
   Description of the Board and how they have structured themselves 2005-present.
2.A. Missouri Ethics Commission
   Conflict of Interest policies
2.B. University overall cost page
   http://www.missouristate.edu/costs/
2.E. Research compliance
3.A. Program evaluation/Program accreditation
3.B. Course transformation, integration and learning
3.D. Master Advisor Program
   First Year Programs
   Showcase for teaching and learning
   Achievement Center – Intercollegiate Athletics
3.E. Honors College
   International Students
   Diversity and Inclusion
   Co-Curricular activities within education
   SGA
5. Off-site facilities such as Jornagen Ranch, Bull Shoals Field Station and Baker Observatory

Schedule for Fall 2013
   September 24– Criterion 1
   October 22– QIP Update
   November 19– Criterion 2