

MEETING MINUTES
HLC STEERING COMMITTEE
MISSOURI STATE UNIVERSITY
April 16, 2013

Present

James Baker	Steve Foucart
Bill Cheek	Cynthia Hail
Lynn Cline	Tamera Jahnke
Ken Coopwood	Etta Madden
Rachelle Darabi	Matt Morris
Thomas Dicke	Don Simpson
Frank Einhellig	Colette Witkowski
Keri Franklin	

The March 26, 2013 minutes were approved with no changes.

The Committee reviewed the Higher Learning Commission Federal Compliance Program procedural packet.

Committee members who attended the HLC Annual Conference in Chicago reported on the sessions that they attended. They learned about best practices, the needs of next generation faculty, communication needs during crisis, and quality improvement and ongoing continuous assessment with technologies that allow feedback in real time. The National Survey of Student Engagement has changed and includes new benchmarks.

The presentation “Program Review: Policy, Review Cycle and Assessment of the Process – Lessons Learned” by Tammy, Frank and Bill Cheek had over 200 in attendance. There is a great deal of interest in program review and it is something that MSU will continue.

Tammy provided information that she received about the comprehensive visit in 2015. The visit will be 1½ days. The HLC assurance online system will be locked down approximately four weeks prior to the team’s arrival when the HLC team will review materials. The team’s focus will be on missing items and things that MSU is doing well. Every criterion will be labeled in one of three ways: Met, Met with Concern, Not Met. Tammy received sample evidence by criterion that peer reviewers expect to see and sample red flags by criterion. MSU is on course with preparation for the visit.

HLC campus communication additions:

April 4, 2013	Student Affairs Council (QIP)	Keri Franklin
April 11, 2013	COAL Department Heads	Keri Franklin

Please send any additional presentation information to: SherryJJones@MissouriState.edu

A sub-committee will work this summer to determine the best way to link the long-range plan to the HLC criterion and core components. The proposed links will be presented at the first HLC Steering Committee meeting in the fall of 2013.

Tentative schedule for 2013-2014:

- Summer 2013 – Break for the committee.
- Fall 2013/Spring 2014 – Collection of evidence and monthly report of how we meet each criterion, QIP update
 - September – Criterion 1
 - October – QIP Update
 - November – Criterion 2
 - December/January – Criterion 3
 - February – Criterion 4
 - March – Criterion 5
 - April – Federal Compliance

Monthly reports will be published on the website so that the campus community can comment and also add evidence that we have missed.

HLC Annual Meeting in 2014 is April 11-15 in Chicago.