

MEETING MINUTES
HLC STEERING COMMITTEE
MISSOURI STATE UNIVERSITY
January 22, 2013

Present

James Baker	Cynthia Hail
William Cheek	Rob Hornberger
Lynn Cline	Tamera Jahnke
Rachelle Darabi	Etta Madden
Thomas Dicke	Elizabeth Rozell
Keri Franklin	Don Simpson
Steve Foucart	Colette Witkowski

The November 20, 2012 minutes were approved with no changes.

This planning meeting began with introductions and review of what was accomplished by the committee last semester. Tammy reported that she presented an HLC update to the Administrative Council and Academic Leadership Council in January of 2013. In addition she will be attending Board of Governors Retreat in March.

The committee was asked to name other groups and committees that HLC information should be shared with. The next step is to involve the broader community and ask for their input and any ideas where information may be missing. A communication plan for information and feedback will be developed. Suggestions included presentations to: Faculty Senate, Assessment Council, SGA, Staff Senate, academic staff meetings, staff of associate provosts (outreach and student success/public affairs), PEC, AAA, international services, department head forum and eventually external constituents such as City of Springfield or Chamber of Commerce. Committee members were charged with presenting an update to the group that they represent on campus. Please report all presentations to Sherry Jones as we will be keeping a list. Tammy offered assistance to anyone who would like help creating presentations to provide HLC information. As we move forward we will share the list of external presentations and record them in the minutes on a regular basis.

The 2005 summary and evidence document as well as the assumed practices were reviewed and approved to post on the HLC website. In addition the latest draft of the list of evidence that shows how MSU meets the criteria and core components will be revised as directed by the committee and posted on the website.

A copy of the Open Pathway Quality Initiative Proposal Review form was distributed to committee members showing that Missouri State's proposal was accepted and approved. Keri Franklin, the new Assessment Director, handed out a timeline for the Quality Initiative Project. She mentioned that her office is working on a website and it should be ready next week. The participation goal is 25 classes for QIP assessment.

The committee was assigned the task of reviewing everything that has been completed so far: summary with evidence, assumed practices, and criterion/core components. First priority is to identify questions/concerns that should be added to our current list and the second priority is to consider evidence that should be added. The evidence should be sent to Sherry Jones and will get added to the document.

One goal for this semester is to create an action plan and timeline for questions and concerns raised by the Steering Committee that would be distributed before the end of the spring 2013 semester.

Please continue to collect evidence of how we meet the criteria and core components. Send the evidence along with documentation of HLC update presentations to groups on campus electronically to SherryJJones@MissouriState.edu.