

**MEETING MINUTES**  
**HLC STEERING COMMITTEE**  
**MISSOURI STATE UNIVERSITY**  
**October 21, 2014**

**Present**

William Cheek	Cynthia Hail
Lynn Cline	Rob Hornberger
Ashley Crisafulli	Etta Madden
Rachelle Darabi	Matt Morris
Thomas Dicke	Elizabeth Rozell
Caleb Doyle	Don Simpson

The September 16, 2014 minutes were approved with no changes.

**Evidence File**

Please continue to review the evidence file and provide feedback on the electronic form.

**Review of Criterion Draft Reports**

The committee split into two groups and reviewed the draft reports for Criterion 2 and Criterion 4. Discussion followed with information provided that will be reviewed and added to the report.

Criterion 2

- 2A – Faculty and staff senates should be included with governing and operating policies.*
- 2A – Add academic regulations to policy library list.*
- 2A – Include dates of bookstore investigation.*
- 2A – Haven and CSA training with Title IX policy.*
- 2A – Add information about disposition of the 76 separate reports for the ethics hotline.*
- 2B – Voluntary System of Accountability tool to calculate cost of education.*
- 2C1 – Add sentence about the Board of Governor’s eight annual goals and note that planning for the next long-range plan has started.*
- 2C1 – Include future Occupational Therapy building?*
- 2C1 – Reference HEED in the diversity paragraph.*
- 2C1 – Include University of Missouri Science and Technology cooperative agreement in the IDEA commons paragraph.*
- 2C3 – Note that Board of Governor’s is very transparent with minutes available on the webpage.*
- 2D – Include the year adopted for the University Community Principles.*
- 2D – Spell out ELI*
- 2E1 – Should federal compliance be added?*
- 2E1 – Suggestion to move all grant information to 2D.*
- 2E1 – Colleges also provide substantial research grants.*
- 2E2 – Could make specific mention to Searchpath for information literacy, public affairs mission for ethical behavior and add Haven and CSA.*
- 2E2 – Digital professor is part of FTCL.*

#### Criterion 4

*4A1 – Is seven years correct for the first cycle of program review?*

*4A3 – Include recent MSU/MSU-WP initiatives.*

*4A4 – List the six academic colleges.*

*4A4 – Include School of Agriculture and Library.*

*4A4 – Dual Credit paragraph: change adjunct instructor to per course instructor.*

*4A4 – The dual credit office has a dinner each fall, not a conference.*

*4A4 – Blackboard services can be included with learning resources for faculty.*

*4A4 – TRIO services can be included with learning resources for students*

*4A5 – Include information about how the 31 accreditations on the MSU campus provides evidence of the quality of MSU programs.*

*4A6 – Provide assessment evidence of high impact educational experiences.*

*4A6 – Include internships, clinical experience.*

*4B – Need more information about the Assessment Council – briefly discuss membership which is a broad cross-section of faculty and administration from the university.*

*4B2 – Provide a brief synopsis of the findings from the assessment of the QIP report.*

*4B2 – College of Business should be included - exemplary assessment plan by the AACSB accreditation team.*

*4B2 – Table 4.1 – it is not clear if CUMU is a national average?*

*4B3– add to COB: “More recently, COB has refined all assessment programs in the College. Each program has SLOs and assessments are conducted through the use of rubrics and embedded test items. Each spring faculty from each program meet to review assessment results and conduct ‘closing the loop’ meetings where changes are made based on assessment results.’*

*4C3– COB has a “Meet Your Advisor” reception specifically for transfer students.*

Additional electronic and hard copy submissions have been received to update the criterion drafts.