

**MEETING MINUTES  
HLC STEERING COMMITTEE  
MISSOURI STATE UNIVERSITY  
February 19, 2013**

**Present**

James Baker	Steve Foucart
Lynn Cline	Rob Hornberger
Ken Coopwood	Tamera Jahnke
Rachelle Darabi	Elizabeth Rozell
Thomas Dicke	Don Simpson
Keri Franklin	Colette Witkowski

Special guest: Frank Einhellig

The January 22, 2013 minutes were approved with no changes.

HLC campus communication completed/scheduled:

August 7, 2012	Student Affairs Leadership Team	Tammy Jahnke
October 29, 2012	Student Affairs Staff	Tammy Jahnke
January 7, 2013	President's Administrative Council	Tammy Jahnke
January 9, 2013	Academic Leadership Council	Tammy Jahnke
January 10, 2013	CHHS Administrative Council	Colette Witkowski
February 12, 2013	SGA	Tammy Jahnke
February 14, 2013	COB Department Heads	Elizabeth Rozell
February 28, 2013	Academic Advising Council	Tammy Jahnke
March 4, 2013	Administrative and Information Services Staff	Tammy Jahnke and Matt Morris
March 7-8, 2013	BOG Retreat	Tammy Jahnke
March 21, 2013	Faculty Senate	Tammy Jahnke
March 26, 2013	Library Science Faculty	Lynn Cline and Tammy Jahnke
April 4, 2013	Staff Senate	Tammy Jahnke

Rob will be meeting with the Enrollment Services staff, Tammy will be meeting with the Graduate Student Council, and Keri and Rachelle will be sharing with Student Development and Public Affairs. Please send any additional presentation information to Sherry at [SherryJJones@MissouriState.edu](mailto:SherryJJones@MissouriState.edu).

A handout was distributed with a summary of HLC questions and concerns. The committee discussed and made additions to this information. These additions include asking what we are doing with the Key Performance Indicators data and from Assumed Practices B1g: Do we have a clear policy on the maximum allowable credit for prior learning as a reasonable proportion of the credits required to complete the student's program? The updated HLC questions/concerns:

- Criteria 1 - Mission – Is it consistently displayed and articulated on all websites and print materials?
- Criteria 3.A.2 - How well do policies and syllabi differentiate between graduate and undergraduate student learning outcomes in dual listed courses?
- Criteria 3.A.3 – We must clearly articulate that learning outcomes are consistent across all locations (main campus, additional locations, online, dual credit).
- Criteria 3.B.4 – How is the public affairs mission and especially diversity addressed in our graduate programs?
- Criteria 3.C.3 – Do our policies require annual review of per course faculty?
- Criteria 3.C.4 - Do we have enough processes and resources for ensuring that instructors are current in their disciplines and adept in their teaching roles?
- Criteria 4.A.4 - How do we assure that our dual credit courses are equivalent in learning outcomes and levels of achievement to its higher education curriculum?
- Criteria 4B - Will each college/school be able to show assessment plans and reports from 2005-present? If not that far, summary reports from 2005-present.
- Criteria 4.B.2 – Are student learning outcomes for each program readily available to future/current students and to other interested constituencies?
- Criteria 5.C.3 - Does the institution link its processes for assessment of student learning, evaluation of operations, planning and budgeting?
- Assumed Practices B1g – Do we have a clear policy on the maximum allowable credit for prior learning as a reasonable proportion of the credits required to complete the student's program?

- Overarching principles - We will need to show how we use them as overarching principles.
- Four major goals in the long range plan - improve undergraduate programs, strengthen and expand graduate programs, create a more diverse student body and workforce; and establish the university as an "employer of choice".
- What are we doing with the KPI data?

The Long-Range Plan and goals were reviewed. Key Performance Indicators are important.

It was decided that the HLC documents will be updated at the end of each month.

Keri Franklin provided a QIP update. So far, 36 commitments have been received from the following departments:

COAL	11
CHHS	07
CNAS	06
COE	04
CHPA	01
COB	01
College of the Provost	05
Co-Curricular	01

Next meeting dates: March 26, 2013 and April 16, 2013.