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

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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 criteria 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

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/

CBHE/MDHE Performance Funding: 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

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](mailto:).

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