

**MEETING MINUTES
HLC STEERING COMMITTEE
MISSOURI STATE UNIVERSITY
September 16, 2014**

Present

James Baker	Keri Franklin
William Cheek	Cynthia Hail
Lynn Cline	Tamera Jahnke
Ashley Crisafulli	Etta Madden
Thomas Dicke	Matt Morris
Steve Foucart	Don Simpson

The August 26, 2014 minutes were approved with no changes.

Communication Report

Tammy reported to Graduate Council on September 10 where she provided an update of how things are progressing with HLC preparation. She has prepared a power point that others may use for similar presentations. She will also be speaking to Faculty Senate this semester. Suggestions were made to also present this information at Staff Senate, Student Government Association and Assessment Council.

Criterion Draft Reports for Review

Draft reports for Criterion 1 and Criterion 2 are available for review on the HLC website:
<http://www.missouristate.edu/hlc/preparation.htm>

There is an electronic feedback form for these reports at the same location.

The committee reviewed the draft report for Criterion 1. Discussion followed with information provided that will be reviewed and added to the report.

Make sure this speaks to the full mission statement not just public affairs.

1A – Where and how do we include Sheely Farm and the Woodlands and IDEA Commons?

1A1 – Add the new Center for Community Engagement which shows a recent development.

1A1 – Signature events and other events – list the date of the start of each to show evolution of the mission. Need to name the awards. We either need to leave out Missouri Campus Compact or use words to describe it more fully.

1A1 – Last paragraph add “and every academic program as required by Faculty Senate action dated _____”

1A2 – Need to provide enrollment profile to show that it is consistent with the mission. There is data in marketing study and senior survey (Keri?) that support last sentence of first paragraph.

1A2 – Quality Initiative Project (QIP) active – not was

1A2 – Need to include dates and timelines for everything!

IA2 – Paragraph leading into bulleted list on page 6 must include not just students but faculty, staff, and administration. It needs to include academic affairs, student affairs and HR in order to be inclusive of the examples provided.

IA3 – Need timelines of the budget process. Need to not just say “documents are posted” but need to name the documents!

IA3 – Last sentence – “One Key Performance Indicator tracks fiscal success, ……”

IB2 – Replace first paragraph with “Prior to 1993 Missouri State University treated long-range plans casually. Since producing Welcoming the 21st ……” Does this section answer all items mentioned in the core component?

IB3 – Remove general education program from the first paragraph.

IC – Include our partnerships with MBE and WBE – Public Entities Diversity Committee (Matt Morris can fill in details.)

IC – Need examples of initiatives from Division of Diversity and Inclusion (Ken – send us a list or, better yet, your application for the award!)

IC – Remove the last paragraph.

IC1 – Need to mention the climate study timeline and where we are as of early spring.

IC2 – Need to mention all committees on campus who are working on diversity issues. No one knew what the last paragraph meant so we either need some data or we need to remove this.

IC2 – Definition of “trending toward sustained excellence” Trending up or down?

ID1 – Mention the Foreign Language Institute

ID2 – Start this section with “As a state supported institution audits are required.”

ID2 – List of examples: pay increases, money back to colleges, colleges get to keep carry forward

ID3- Partnerships – new Center for Community Engagement; Mention partnerships with UMKC and S&T

Accomplishments – The four seem to be resonating as the winners!

Areas of Concern – Put a more positive spin on these!

- 1. The public affairs mission has been incorporated into general education and every undergraduate degree program at the university in the form of a student learning outcome with measurable goals. Assessment is ongoing and we will need to continue to find fresh ways to incorporate the mission into the curriculum at all levels, as well as all aspects of campus life.*
- 2. While much progress has been made on diversity, with significant increases in the student body, the University continues to explore opportunities to achieve more diversity in its workforce and to provide more professional development opportunities for everyone on campus.*

The committee was charged with reviewing Criterion 2 before the next meeting.

Next HLC Steering Committee meeting dates for 2014:

October 21

November 18