Agenda – HLC Steering Committee Meeting
Thursday, April 9, 2015 3:00 p.m.
Chair Klavins called the meeting to order at 3:01 p.m.

Attendees – Sharon Klavins, Laura Bayless, Dominic Barraclough, Nettie Daniels, Barb Barnet, Kory Wien, Cathy Riedl-Farrey, James Romesburg, Alison Parkins, Todd Carothers, Shane Drefcinski, Colleen McCabe, Kory Wein, Chanaka Mendis, James Romesburg, Christina Curras, Jim Mueller, Joanne Wilson, Les Hollingsworth,

Absent: Tara Krueger, Les Hollingsworth, Dawn Drake, Mittie Nimocks Den Herder, John Schliesmann

1. General announcements
   - Institutional update completed and submitted for 2014
   - Open Forums scheduled for April 23, 30th

2. Communications update (Romesburg)
   Goal: Keep committee apprised of communications efforts.
   - Provide scheduled dates of presentations to James
   - PowerPoint presentations will be available for those wishing to use them
     Chair Klavins will be updating the PowerPoints and then she will email the presentations when completed. They are also available on the shared drive under campus communications/PowerPoints.
   - Developing a newsletter for regular updates
     The newsletter would be one page and include the University Mission, HLC updates, and stories of exemplary stories of assessment from various areas on campus. Please share ideas you think could be in the newsletter to Romesburg. This would help education campus and get our message out.

3. Conference take-home messages (conference attendees)
   Goal: Share important information from HLC conference
   Chair Klavins will compile thoughts shared by the members who attended.
   Some thoughts shared:
   ▪ Stay away from descriptive type information, have a strong opener, and a summary statement,
   ▪ Reviewers cannot go into the evidence files without a link, they do not have access to the evidence files, should have a reference section/resource section,
   ▪ Need to meet the nine guidelines of the Council of Regional Accrediting Commissions (C-RAC), which is a review of distance education accreditation policies and standards,
   ▪ A lot of universities have an in-service assessment day to incorporate the culture of assessment,

Last year HLC reviewed 78 institutions and 224 sub components were “met with concerns.” The most challenging Criterion is 4b and 5a. Definition of “Met with Concerns”:
   ▪ Core Component: Met with concerns means that the institution demonstrates the characteristics expected by the Criterion, but performance in relation to some Core Components of the Criterion must be improved.
- **Criterion:** Met with concerns is; the institution demonstrates the characteristics expected by the Component, but performance in relation to some aspect of the Component must be improved.
If we have an area of concern, we should acknowledge that concern, but state how we are working on improving.

- **New information**
  - **Student opinion survey will occur in April**
    The University is responsible for communicating this survey; it will be open for 10 days, with the results delivered in October.

- **Areas needing attention**
  - **Faculty credentialing** – this was a guideline, but now a requirement.
    The faculty teaching requirements are:
    - A minimum of 18 graduate semester hours in the teaching discipline they are teaching.
    - Have at least one degree higher than what they are teaching.
    - University of Wisconsin Platteville needs to be in compliance by December 2015.
    - Policies need to reflect this update.
    Discussion ensued about composition and the quality of education as a whole.
  - **Compressed timeline courses**
    Courses have to be able to show student learning, not just student learning outcomes.

- **Team resources for crafting the argument**
  - **QA word count analysis**
  - **HLC PowerPoints**
    PowerPoints are located in the shared drive folder and include specific types of evidence.

4. **Request for committee input from Strategic Plan Priority 1 (Wein)**
   - **Goal:** Provide feedback on proposed campus speaker

   Campus Speaker Selection Committee was created to locate potential speakers that could come to campus. First potential speaker is George Kuh. George would cost $8,000; he will be in Iowa September 17/18; we may be able to coordinate UWP visit for the same period to save on cost. The committee would like feedback from HLC and various committees if George is someone we would like to see invite to campus. Discussion ensued about the recent budget cuts with concerns about the cost.

   **Suggestions:**
   - For NSSE presenters, Jillian Kinzie is a better option,
   - Figure out a plan for changing the culture, possibly bring a consultant to help move towards having assessment being part of the culture on campus and before bringing speakers to campus,
   - Be sure that the department heads attend these speaking events,
   - Have a clear intent and purpose before we hire a speaker.

5. **Other business**
   - **Project management – Carothers is working on a proposal**
   - **Team retreat in May, August?**
     What do we want to have accomplished at this retreat, Chair Klavins will contact the team leaders to discuss.
   - **Other**
     Cathy Riedl-Farrey will be the team leader for Criterion 2; Jim Mueller has retired.

6. **Future meetings**
   - Thursday, April 23, 2:00 p.m.
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<th>Who</th>
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<tr>
<td>All</td>
<td>Provide ideas to Romesburg for the newsletter</td>
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