

**Gustavus Adolphus College**

**College Wide Accreditation Committee**

**14 October 2014, 2:30 – 3:15 p.m., Linner Lounge**

## **Meeting Minutes**

Attendees: Rebecca Bergman, Mark Braun, Ken Westphal, JoNes VanHecke, Paula O'Loughlin, Mary McHugh, Michele Koomen, Andrea Scott '16, David Lim '15, Nicole Goebel, Dan Moos

Visitors: Darrin Good

### **Call to Order**

A regular meeting of the College Wide Accreditation Committee (CWAC) was convened at 2:30 p.m.

### **Unfinished Business**

None

### **New Business**

1. Introductions
2. Correction to committee member roles. Mary McHugh is the Curriculum Committee Representative and Michele Koomen is the Faculty Senate Representative
3. February meeting minutes approved.
4. Discussion was held regarding the upcoming HLC Progress and Monitoring reports.
  - a. The first report is due 12/31/14 on articulation of governance structures. A draft will be reviewed by the CWAC around 11/20/14, in addition to it being made password accessible to Gustavus Faculty and Staff for additional input via an online comment box.
  - b. The goal is to have the revised draft reviewed and approved at the 12/02/14 CWAC meeting.
  - c. Paula, JoNes and Dan are leading the work on the Progress Report due 12/31/15 on assessment of student learning. Accountable progress in the three areas of assessment needs to be aligned and presented to the HLC.
5. Paula is now trained as an HLC Peer Reviewer
6. Reminder that there is a new HLC president and our HLC contact has been changed to Vice President Mary Vanis.
7. Documents including a Glossary of Terms and an Overview of Assessment will be shared with the CWAC.

### **Adjournment**

The meeting was adjourned at 3:15 p.m.

Respectfully Submitted,

Nicole Goebel

**Gustavus Adolphus College**  
**College Wide Accreditation Committee**  
**2 December 2014, 2:30 – 3:15 p.m., Linner Lounge**

## **Meeting Minutes**

Attendees: Rebecca Bergman, Mark Braun, Nicole Goebel, Michele Koomen, David Lim '15, Mary McHugh, Dan Moos, Paula O'Loughlin, Andrea Scott '16, JoNes VanHecke, Ken Westphal

Visitors: Darrin Good

### **Call to Order**

A regular meeting of the College Wide Accreditation Committee (CWAC) convened at 2:30 p.m.

### **Minutes Approval**

October minutes were approved.

### **Unfinished Business**

None

### **New Business**

1. Mark Braun discussed his recent trip to Chicago and successful meeting with our new liaison at the HLC, Vice President Mary Vanis. Mark shared a draft of our December 2014 monitoring report with Mary.
2. The December 2014 Monitoring Report was reviewed in its draft form. Once the draft flows through the approval process, it will be submitted to the HLC by December 23<sup>rd</sup>. Any suggestions are encouraged to be shared with Mark prior to December 8<sup>th</sup>.
3. Paula led discussion on the Progress Report due December 2015. Three main areas of this report are:
  - a. Progression from planning stage to systematic implementation of student learning outcomes. This will be completed for all courses with the exception of J-term classes.
  - b. Evidence of data collection processes underway across the institution, including a system for collection and analysis.
  - c. Evidence that the College is beginning to use the data for program improvement. This will be done for FTS, Three Crowns Curriculum and for specific departments; questionable whether this will be college-wide by December 2015.
4. Dates were submitted by Mark for the HLC visit during the 2016-17 academic year.
5. Upcoming HLC Meeting in March 2015 to be attended by: Mark Braun, David Menk, Dan Moos and Paula O'Loughlin

### **Adjournment**

The meeting was adjourned at 3:15 p.m.

*Respectfully submitted by Nicole Goebel.*

**Gustavus Adolphus College  
College Wide Accreditation Committee  
17 March 2015, 2:30 – 3:00 p.m., Linner Lounge**

**Meeting Minutes**

Attendees: Mark Braun, Nicole Goebel, David Menk, Daniel Moos, Paula O'Loughlin, Andrea Scott '16, JoNes VanHecke, Ken Westphal

Visitors: Darrin Good

**Call to Order**

A regular meeting of the College Wide Accreditation Committee convened at 2:30 p.m.

**Minutes Approval**

December 2014 minutes were approved.

**Unfinished Business**

None

**New Business**

1. Mark Braun shared that the HLC staff analysis letter written in response to our governance structures report reflects a favorable response
2. Next report to HLC is due December 2015 on assessment
  - a. Paula O'Loughlin shared that progress continues
  - b. GPIs (Global Perspective Indicators) will be given to all Freshman and Seniors this year with a formalized plan to administer to a broader audience in future semesters
3. Confirmation of HLC site visit
  - a. March 13-14, 2017
4. Mark and Paula are attending the upcoming HLC meeting this month
  - a. David, Daniel and JoNes unable to attend
  - b. Classes to cover curricular innovation, assessment, strategic planning and program review.
5. Ken Westphal inquired about the role of assessment planning in the college budget
  - a. Discussion concluded that it could influence budget priorities, but will know more once data is collected

**Adjournment**

The next College Wide Accreditation Committee meeting will be convened on

**19 May 2015 at 2:30 p.m. in Linner Lounge**

*Respectfully submitted by Nicole Goebel*

**Gustavus Adolphus College  
College Wide Accreditation Committee  
19 May 2015, 2:30 – 3:00 p.m., Linner Lounge**

**Meeting Minutes**

Attendees: Rebecca Bergman, Mark Braun, JoNes VanHecke, Paula O'Loughlin, Michele Koomen, Andrea Scott '16, David Lim '15, Nicole Goebel, David Menk, Daniel Moos

Visitors: Darrin Good

**Call to Order**

A regular meeting of the College Wide Accreditation Committee convened at 2:30 p.m.

**Minutes Approval**

March 2015 minutes were approved.

**Unfinished Business**

None

**New Business**

1. Mark reported that the 1st report to HLC regarding Shared Governance was accepted by HLC.
2. Mark Braun and Paula O'Loughlin updated the group on their recent attendance at the higher learning Commission annual conference.
  - a. Mark provided a hand-out of conference notes that was reviewed by the group.
3. Planning for the 2nd report regarding Assessment was discussed.
  - a. Paula O'Loughlin will take the lead on writing the report this summer.
  - b. Committee will review late Fall
  - c. Report due in December.
4. The committee discussed next year's schedule for meetings.
  - a. October and December were recommended, committee will check schedules for exact dates.
5. Emily Albrecht '16 will be the new student rep next year, replacing David Lim '15

**Adjournment**

The next College Accreditation Committee meeting will be convened in **October 2015**

*Respectfully submitted by David Menk*