

Gustavus Adolphus College
College Accreditation Committee (HLC)
20 October 2015, 2:30-3:30 p.m., 49er Room

Meeting Minutes

Members Present: Rebecca Bergman, Emily Albrecht, Mark Braun, Nicole Goebel, Michele Koomen, Mary McHugh, David Menk, Daniel Moos, Paula O'Loughlin, Andrea Scott, JoNes VanHecke, Ken Westphal

Members Absent: Nicole Goebel, David Menk

Call to Order

A regular meeting of the College Assessment Committee was convened at 2:35 p.m.

Approval of the Agenda

The agenda was approved as distributed.

Approval of Minutes

The 20 October 2015 meeting minutes were approved as distributed.

Unfinished Business

1. Review of Committee charge and membership
2. HLC follow-up calendar
 - December 2015 assessment progress report
 - December 2016 shared governance progress report

New Business

1. Update on phase two of HLC's Transparency Initiatives

- Where are the minutes found – if they are found? On the website? On the provost website, maybe institutional research
- Suggestion that ISLO will be moved from Future plans to Section B- of plans under way
- December 15 meeting- final draft should be looked at and finalized
- Question asked about where are we going to be with the implementation come March 2017
 - We are going to probably get a request for another progress report
 - We have engrained this into our departmental culture – but not into broader programs
 - We are still not at a self-quality improvement method yet
 - Successful- FTS. Data collection has started in in 3 crowns curriculum
- Shared governance progress report – just started this work and it is a work in progress, will be checked back into on December 15.

- Need to name a new HLC contact- for complaints and disputes:
 - decision that this is Mark- ILO and HLC contact person

2. Letter from HLC about faculty qualifications

- Person should hold a master's degree
 - Or terminal degree
- Now opening in the door for being open to not degree based- but experience based qualifications – can be a professional from a field but not necessarily have a master's or doctorate.

3. Webinar on the standard pathway – November 3, 11 a.m. and 3 p.m.

Good of the Order

Meeting schedule:

- 15 December 2015 at 2:30-3:30 p.m. in 49er Room
- 3 May 2016 at 2:30-3:30pm in 49er Room

Adjournment

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

The next College Accreditation Committee meeting will be convened on:
15 December 2015 at 2:30 p.m. in the 49er Room.

Respectfully Submitted,
Emily Albrecht

Gustavus Adolphus College
College Accreditation Committee (HLC)
accreditation-com@gustavus.edu
15 December 2015, 2:30 – 3:10 p.m., 49er Room

Meeting Minutes

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

Call to Order

A regular meeting of the College Accreditation Committee convened at 2:35 p.m.

Minutes Approval

Previous meeting minutes were approved.

Unfinished Business

- 1) Assessment Progress Report
 - a. Content changes presented by Mary McHugh. Discussion ensued regarding changes. Mary will send group her recommended adjustments by Friday, December 18th.
 - b. Tone of the report discussed resulting in Mark creating an Executive Summary which will be sent as a draft on Friday, December 18th.
 - c. Michele shared the creation of a Steering Committee that will aid in redefining and enhancing the perceptions of assessment.
- 2) On track for the December 2016 shared governance progress report.

New Business

- 1) Phase 2 of HLC's Transparency Initiatives
 - a. New Mark of Affiliation – now online.
 - b. Although not officially an ombudsperson, Mark Braun will field any concerns.
- 2) Qualified Faculty
 - a. Terminal degree basis for criteria. Not applicable for Gustavus, but mindful of changes that develop.
- 3) HLC Professional Development Week
 - a. 9-12 February 2016
 - b. No attendees from Gustavus planning to attend due to scheduling conflicts.

Adjournment

The next College Accreditation Committee meeting will be convened on:
3 May 2016 in the 49er Room

Respectfully submitted by Nicole Goebel

Gustavus Adolphus College
College Accreditation Committee (HLC)
accreditation-com@gustavus.edu
3 May 2016, 2:30 – 3:15 p.m., 49er Room

Meeting Minutes

Attendees: President Bergman, Mark Braun, Nicole Goebel, Michele Koomen, Mary McHugh, David Menk, Daniel Moos, Paula O'Loughlin, Andrea Scott '16, JoNes VanHecke

Call to Order

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

Minutes Approval

December 2015 meeting minutes were approved.

New Business

- 1) HLC Conference Updates
 - a. Mark, Paula and Dan shared their experiences from the HLC Conference.

- 2) HLC Staff Analysis Review
 - a. Gustavus Adolphus College is required to embed an additional report into the 2016-17 Year 4 Standard Pathway Comprehensive Evaluation to address three key areas reflecting concrete examples of improvement.
 - b. Mark volunteered to write the additional required shared governance document this summer
 - c. The 2016-17 Year 4 Standard Pathway Comprehensive Evaluation timeline and completion plan was discussed:
 - i. Document will review five criteria with a total of 40,000 words or approximately 20 pages per criterion.
 - ii. Critical that the responses are evidence based and written to the criterion and core components, not sub-components. All evidence will be linked to PDFs or screenshots to support documentation.
 - iii. The first draft will be submitted on or before October 1, 2016, for internal review.
 - iv. It was decided that a leader be determined for each criteria and a team built around each. Leaders for the five criteria are as follows:
 1. Nicole Goebel
 2. JoNes VanHecke
 3. Mark Braun
 4. Daniel Moos
 5. Thomas Rooney

Adjournment

Respectfully submitted by Nicole Goebel