

Gustavus Adolphus College
College Accreditation Committee (HLC)
October 11, 2016, 2:30-3:30 p.m., 49er Room

Meeting Minutes

Members Present: Brenda Kelly, Amy Brown, Eric Dugdale, Michele Koomen, Mary McHugh, David Menk, Daniel Moos, Thomas Rooney,

Members Absent: Rebecca Bergman, Abbie Swenson, JoNes VanHecke

Guests Present: None

Call to Order

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

Approval of the Agenda

The agenda was approved as distributed.

Approval of Minutes

The May 3, 2016 meeting minutes were approved as distributed.

Unfinished Business

1. Review of Committee charge and membership
Brenda reminded the committee of two important deadlines: the Interim report due in December 2016 and the HLC visit on March 13-14, 2017.
The structure of the writing and evaluation of the report has changed since the last review, which was written by two faculty members; this report has many authors, divided by section.
2. HLC follow-up calendar for Year 4 Standard Pathway Comprehensive Evaluation, due December 31, 2016.

Timeline and procedure for feedback and revision of report:

1. Still awaiting reports for Criteria 2 (JoNes VanHecke), 3e (Megan Ruble) and 5 (Tom Rooney)
Importance of keeping to the 40,000-word limit for the entire report stressed; authors and committee members should identify possible places in which links could replace narrative to cut the word count.
2. Edits will be made by the lead author for a criterion and the section author, working as a pair.
3. Brenda Kelly will send out an email to authors alerting them of the two cycles of feedback they will receive and the two cycles of editing they will conduct:

Committee feedback by October 31, first round of editing by November 7
Campus-wide feedback by November 22, second round of editing by December 9

4. Committee members were assigned to review portions of the draft document by criterion:
 - Criterion 1: JoNes VanHecke/Brenda Kelly and Michele Koomen
Reviewers to make sure that 2014 letter on shared governance is addressed
 - Criterion 2: to be determined
 - Criterion 3: Dan Moos and Eric Dugdale
 - Criterion 4: Mary McHugh
Reviewers to make sure that 2015 letter on assessment is addressed
 - Criterion 5: Amy Brown and Tom Rooney

Committee members will review the draft of their assigned criterion (see above) and send feedback to criterion lead author and section author by **October 31**.

5. Lead authors will provide David Menk with a revised draft of their criterion by **November 7**, incorporating the feedback provided by members of the committee.

6. Faculty will be alerted at the **October 28** faculty meeting via Provost's report of the opportunity to provide feedback on the draft of the report. This report will specify the type of feedback we are looking for (lucid and concise, do the narrative and evidence align, is there anything missing, especially have we adequately covered shared governance and assessment)

7. The revised draft of the report will be sent out to all employees via employee-l as well as to faculty via Faculty-L **on November 11** and to all employees via Employee-L inviting feedback via Google Form or in person at open meetings, acknowledging that links to assurance documents will not be embedded, but accessible in Google Drive (documents will be organized into separate folders for each criterion).

8. Feedback will be gathered via a Google Form created by someone in the Provost Office. The form will use the rubric developed as an Excel spreadsheet divided into columns headed as follows:
Core Component | Evidence Present | Evidence Needed | Who has the evidence/who should be involved

9. Committee members will host open meetings for all employees on **November 17, 21, and 22**. Brenda will identify meeting times and places and then seek coverage by committee members by email. David Menk will attend all sessions. Two committee members should attend each meeting so that one can be taking notes.

10. All feedback (via open meetings and Google Form) is due by **November 22** and will be sent to authors for revisions.

11. A second round of edits will be made by section author and the lead author for the criterion, working as a pair. The lead author for each criterion will send the final version of the edited document to David Menk by **December 9**. Authors can send any questions to the College Accreditation Committee ahead of its December 6 meeting.

12. After David Menk has assembled the revised document, he will send it by December 12 to Tim Kennedy and Jerry Nowell for final review.

- Tim Kennedy will do the final editorial review of the document
- Jerry Nowell will do the final technical review of the links.
- Tim Kennedy and Jerry Nowell to carry out their reviewing **December 12-16**.

13. The final version of the document will be sent to the President by **December 19**.

14. A special meeting of the committee will be scheduled for the **second week of November** (date, time and location to be determined).

New Business

1. HLC Board Actions

Good of the Order

Meeting schedule and assignments for taking meeting minutes:

- 11 October 2016 at 2:30-3:30pm in 49er Room: Eric Dugdale
- Second week of November: special meeting: minute-taker TBD
- 6 December 2016 at 2:30-3:30pm in 49er Room: Michele Koomen
- 21 February 2016 at 2:30-3:30pm in 49er Room: TBD
- 11 April 2017 at 2:30-3:30pm in 49er Room: TBD

Adjournment

The meeting was adjourned at 3:45 p.m.

A **special meeting** of the College Accreditation Committee meeting will be convened for the second week of November.

Respectfully Submitted,
Eric Dugdale

Gustavus Adolphus College
College Accreditation Committee (HLC)
accreditation-com@gustavus.edu
6 December 2016, 2:30-3:10 p.m., 49er Room

Meeting Minutes

Members Present: Brenda Kelly, Amy Brown, Eric Dugdale, Mary McHugh, David Menk, Daniel Moos, and Rebecca Bergman

Members Absent: Abbie Swenson, JoNes VanHecke, Michele Koomen, and Thomas Rooney

Guests Present: None

Call to Order

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

Approval of the Agenda

Approval of Minutes

The October 2016 College Accreditation Committee meeting minutes were reviewed.

- Two friendly amendments were suggested: (1) "A regular meeting of the College **Assessment** Committee was convened at 2:35 p.m." was changed to: "A regular meeting of the College **Accreditation** Committee was convened at 2:35 p.m."; and (2) A point of clarification was added noting that the committee did not meet in November.

The October 2016 College Accreditation Committee meeting minutes were then approved.

Unfinished Business

(1) Review and discussion of the timeline and procedure for feedback and revision of the Interim Report; raise and discuss lingering questions about the HLC interim report

- Brenda Kelly reviewed the timeline
 - Penultimate drafts of criterion 1,3,4, and 5 have been submitted.
 - JoNes VanHecke will submit the penultimate draft of Criterion 2 by December 8.
 - Criterion 1,3,4, and 5 have been shared with Florence Amamoto, who plans to complete an editorial review by December 13, 2016.
- David Menk shared information regarding the timeline and interim report
 - The deadline is February 13, 2017 (and not December 31, 2016, as identified in the original timeline).
 - The progress report (which was originally due on December 31, 2017) needs to be embedded and highlighted within the HCL report.

- Mary McHugh asked whether it would be helpful to look at Shared Governance and provide evidence to support progress in this area.
 - President Rebecca Bergman noted that there are several pieces of evidence that could serve this purpose, including a spreadsheet that documents work on shared governance, nominations for shared governance award, and the documented work from the committee on shared on governance.
- Brenda Kelly discussed the work that will be completed during January, which will include cross-checking information, ensuring that the narrative is evidence-based, and appropriately embedding the progress reports.
- Brenda Kelly asked for additional comments and suggestions
 - Eric Dugdale suggested reaching out to leadership groups and asking for evidence of assessment driven decision making and resource allocation.
 - President Rebecca Bergman noted that graduate surveys offer a potential source of evidence.
 - Amy Brown asked about 5.C.5 and the possibility of including evidence that demonstrates an increase in the percentage of diversity within the student population; David Menk noted that his office can provide relevant information.

New Business

(1) HLC Board Actions, November 2016

- Brenda Kelly reviewed board actions, including: (1) changes related to honorary members, board membership and accrediting actions; (2) policy changes related to obligations of Affiliation; and (3) and policy changes related to change of control, structure or organization.

(2) HLC conference attendance and HLC comprehensive evaluation visit

- Brenda Kelly is planning on attending the HLC conference, which is scheduled for March 31-April 4, 2017.
- President Rebecca Bergman suggested we communicate with other colleges on the same pathway; David Menk indicated that he will put out a call on the IR list.
- Brenda Kelly noted that she will contact the committee an additional meeting is needed prior to the next scheduled meeting on February 21, 2017.

Good of the Order

Meeting schedule and assignments for taking meeting minutes:

- 21 February 2017 at 2:30-3:30pm in 49er Room: David Menk
- 11 April 2017 at 2:30-3:30pm in 49er Room: Michele Koomen

Adjournment

The meeting was adjourned at 3:10 p.m.

Respectfully Submitted,
Dan Moos

Gustavus Adolphus College
College Accreditation Committee (HLC)
accreditation-com@gustavus.edu
13 February 2017, 3:00-4:00 p.m., 49er Room

Meeting Minutes

Call to Order

A regular meeting of the College Accreditation Committee Meeting was convened at 3:00 p.m.

Approval of the Agenda

The agenda was approved as distributed.

Approval of Minutes

The minutes of the 6 December 2016 meeting were approved without revision.

Unfinished Business

1. Submission of the 2016-17 interim report: An update was given on the completion and submission of Gustavus's Assurance Argument.
2. The upcoming on-site HLC comprehensive evaluation, scheduled for 13-14 March 2017: The group talked through the upcoming on-site visit. Brenda Kelly introduced the HLC review team (their bios and area of specialization). Several members of the committee volunteered to serve as hosts: Amy Brown, Eric Dugdale, Brenda Kelly, and Michele Koomen.

New Business

- Student opinion survey: The group discussed the Student Survey and the need to contact Doug Minter, Kirk Carlson, JoNes VanHecke and Megan Ruble about negative feedback in their areas (financial aid, student life, esp. Greek life). Eric Dugdale volunteered to follow up accordingly.

Good of the Order

Meeting schedule and assignments for taking meeting minutes:

- 13 February 2016 at 3:00-4:00pm in 49er Room: Eric Dugdale
- 21 February 2016 at 2:30-3:30pm in 49er Room: David Menk
- 11 April 2017 at 2:30-3:30pm in 49er Room: Michele Koomen

Adjournment

The meeting was adjourned.

Committee Members

Rebecca Bergman, President; Brenda Kelly, Provost; Thomas Rooney, Vice President for Finance; JoNes VanHecke, Vice President for Student Life; Eric Dugdale, Academic Dean; Michele Koomen, Faculty

Senate Representative; Mary McHugh, Curriculum Committee Representative; Abbie Swenson, Student Representative; Amy Brown, Support Staff Representative; David Menk, Director of Institutional Research; Daniel Moos, College Assessment Director

Respectfully Submitted,
Eric Dugdale

**Gustavus Adolphus College
College Accreditation Committee (HLC)
6 March 2017, 12:30-1:00 p.m., Board Room**

Meeting Minutes

Members Present: Brenda Kelly, Amy Brown, Eric Dugdale, Mary McHugh, Daniel Moos, Thomas Rooney, JoNes VanHecke

Members Absent: Rebecca Bergman, Michele Koomen, David Menk, Abbie Swenson

Guests Present: None

Call to Order

A regular meeting of the College Accreditation Committee was convened at 12:30 p.m.

Approval of the Agenda

The agenda was approved as distributed.

Approval of Minutes

The 13 February 2017 meeting minutes were approved as distributed.

Unfinished Business

1. Student opinion survey follow-up: there won't be a separate session regarding the student opinion survey and comments on Greek life and dorms. These could be covered in the session on student life.
2. The upcoming on-site HLC comprehensive evaluation:
The near final schedule of the visit was distributed and discussed. Additional participants for sessions were identified.

New Business (none)

Good of the Order

Meeting schedule and assignments for taking meeting minutes:

- 11 April 2017 at 2:30-3:30 p.m. in the 49er Room: Michele Koomen

Adjournment

The meeting was adjourned at 1:10 p.m.

The next College Accreditation Committee meeting will be convened on
11 April 2017 at 2:30-3:30 p.m. in the 49er Room.

Respectfully Submitted,
Eric Dugdale

Gustavus Adolphus College
College Accreditation Committee (HLC)
11 April 2017, 3:30-4:30 p.m., 49er Room

Meeting Minutes

Members Present: Brenda Kelly, Amy Brown, Eric Dugdale, Daniel Moos, Michele Koomen

Members Absent: Rebecca Bergman, Mary McHugh, Thomas Rooney, JoNes VanHecke, David Menk, Abbie Swenson

Guests Present: None

Call to Order

A regular meeting of the College Accreditation Committee was convened at 3:32 p.m.

Approval of the Agenda

The agenda was approved as distributed.

Approval of Minutes

The 6 March 2017 meeting minutes were approved as distributed.

Unfinished Business

None

New Business

- Discussion of the HLC visit:
 - HLC seemed to want fine level evidence
 - Our assurance links were more about process--not evidence; evidence was not easily accessible to HLC; we need to start two years prior to lift the best ideas up that contain strong evidence
- Report from the HLC Annual Conference
 - 75% of institutions are on monitoring reports related to assessment. Very difficult for institutions to complete full systematic assessment cycle, including developing an action plan with an implementation and follow up.
 - Need to acculturate the community
- February 2017 HLC board actions
 - Provost Kelly talked about implications from HLC for possible Gustavus Graduate program development; there will be an on campus visit for the first 2-3 graduate level programs or addition of very different undergraduate program. With graduate programs have to develop a "graduate" culture within student population and keep in mind that there are many logistical issues to attend to, for example: How might the graduate course approval process differ from that of undergraduate course approval?

Good of the Order

Meeting may be scheduled in in May 2017, pending receipt of the HLC report.

Adjournment

The meeting was adjourned at 4:15 p.m.

Respectfully Submitted,
Michele Koomen