

Meeting Minutes

Members Present: Rebecca Bergman, Brenda Kelly, Nicole Goebel, Kris Hank, Emma Jones, Mary McHugh, David Menk, Chuck Niederriter, Sarah Ruble, JoNes VanHecke, Olivia Ward

Members Absent: Barbara Fister

Call to Order

A regular meeting of the College Accreditation Committee was convened at 2:32 p.m.

Approval of the Agenda

The agenda was approved.

Approval of Minutes

The 11 April 2017 meeting minutes were approved as distributed.

Unfinished Business

None

New Business

- Reviewed and approved the revised committee charge and membership
- Reviewed Higher Learning Commission (HLC) visit prep and subsequent findings
 - 19 of 21 core competencies met or exceeded criteria
 - Assessment and Evaluation of tenure- and non-tenure-track faculty did not pass
 - Discussed inception and history of Director of College Assessment Director role
 - Shared HLC recommendation summary
 - Determined need to enhance document with additional contextual language from report along with quotations when directly quoting HLC comments
 - Brenda Kelly, David Menk and Sarah Ruble to work on this
- Shared next steps and timeline from the Institutional Actions Council of the HLC: An Interim Report on assessment will be due 31 July 2020 and an Embedded Report on full implementation of evaluation of tenure- and non-tenure-track faculty will be due 22 April 2023 as a part of the next comprehensive visit scheduled for Spring 2023
- Determined communication process for documents
 - Library copy of HLC report combined with an introductory letter from HLC and expanded recommendation summary
 - Email to Gustavus community notifying of access to HLC report, a copy of the expanded recommendation summary and a link to the recent self-study
 - Will hold one or two open forum sessions in conjuncture with email
 - Mary McHugh and/or Sarah Ruble wish to be involved in each session
 - Accreditation Committee will receive a copy of the full report prior to next meeting
- HLC liaison Mary Vanis changing roles and Gustavus will have a new HLC liaison assigned

Good of the Order

Meeting schedule and assignments for taking meeting minutes:

- 14 November 2017 at 2:30-3:30 p.m. in Konferensrum: Sarah Ruble
- 13 February 2018 at 2:30-3:30 p.m. in Konferensrum: TBD
- 13 March 2018 at 2:30-3:30 p.m. in Konferensrum: David Menk
- 17 April 2018 at 2:30-3:30 p.m. in Konferensrum: TBD
- 8 May 2018 at 2:30-3:30 p.m. in Konferensrum: TBD

Adjournment

The meeting was adjourned at 3:25 p.m.

The next College Accreditation Committee meeting will be convened on
14 November 2017 at 2:30-3:30 p.m. in the Konferensrum.

Respectfully Submitted,
Nicole Goebel

Meeting Minutes

Call to Order, Approval of the Agenda

The meeting was called to order by Provost Kelly at 3:00 p.m.

Approval of Minutes

1. Approval of the 12 September 2017 College Accreditation Committee meeting minutes
 - a. The minutes were approved.

Unfinished Business

2. Update on October 2017 open meetings
 - a. Brenda gave an update on the open meetings. The meetings, although sparsely attended, gave people an opportunity to talk through the summary HLC documents. A few notes from those meetings:
 - i. Criterion 1: out of the conversation here and other conversations from Student Life, there will be a meeting between Curriculum Committee and the deans and directors for Student Life. Mary and Brenda have also talked about how to keep CBSL and Career abreast of what is coming out of the Curriculum Committee.
 - ii. Criterion 3: discussed assessment.
3. Update on progress on the areas that require a monitoring or embedded report
 - a. Assessment: academic affairs, student life (Mary McHugh, Sarah Ruble, JoNes VanHecke)
 - i. JoNes: in shifting away from ISLO assessment to departmental assessment, the Student Life department has put itself on a strict three-year assessment cycle. Every department should complete 1.5 to 2 rounds of assessment. Last week, Nathan Lindsey (U of Montana) came in as a consultant. Lindsey said that the learning outcomes for departments were good and that most departments had good plans as well. He will be returning in the spring. In the spring, people will be closing the loop and developing action plans.
 - ii. Mary and Sarah:
 1. one of the main activities has been asking PALs to work on new SLOs and assessment plans. Sarah also is meeting with departments about being on a more rapid assessment cycle.
 2. Also looking at FTS and general education. Mary is also looking at the IEX external review and has pulled together the IEX advisory group. This review presents a challenge since we are undergoing external review during a time when we are changing curriculum. One way to approach the external review is to look at some of the high-impact practices (career development, CBSL).

3. The senate endorsed the new ISLOs.
- iii. Question: what about the people outside of curricular and co-curricular? Are they part of the 2020 monitoring report?
 1. Note that it might be helpful to refer more specifically to Student Life rather than simply “co-curricular” because what we are looking at for the 2020 report is really Student Life.
- b. Faculty review: post-tenure review and review of non-tenure track faculty (Brenda Kelly)
 - i. The Provost’s Office has provided new prompts and review forms for NTT faculty reviews. Those will be due in March.
 - ii. The faculty personnel committee has been asked to work on post-tenure review processes. Right now, the faculty personnel committee has two models that will be forwarded to the faculty senate.
 1. Model One: an annual report with regular follow-up.
 2. Model Two: a six-year review tied to sabbatical that involves reflection and some looking forward in a small group.

New Business

4. HLC September 2017 newsletter
 - a. If you read it, you saw what was in it. If you didn’t read it, you did not.
5. Report from the IUPUI conference (Mary McHugh)
 - a. Best part of conference was a session on ISLOs and implementation.
 - i. Encouraged schools to think visually about how SLOs and ISLOs work (e.g., the Parthenon). We might want to think about more visuals.
 - ii. Useful tip: Don’t use assessment as a stick to beat people with.
 - iii. Second useful tip: Hold up the value of assessment for enhancing student learning.
 1. Need to be careful not to link assessment with program prioritization. If we want honest assessment data, departments cannot believe that assessment data will be used against them.

Good of the Order

6. Meeting schedule and assignments for taking meeting minutes:
 - 13 February 2018 at 2:30-3:30 p.m. in Konferensrum: TBD
 - Someone will need to volunteer to take minutes.
 - 13 March 2018 at 2:30-3:30 p.m. in Konferensrum: David Menk
 - 17 April 2018 at 2:30-3:30 p.m. in Konferensrum: TBD
 - 8 May 2018 at 2:30-3:30 p.m. in Konferensrum: TBD

Adjournment

Adjourned at 3:30.

The next College Accreditation Committee meeting will be convened on
13 February 2018 at 2:30-3:30 p.m. in Konferensrum.

Committee Members

Rebecca Bergman, President; Brenda Kelly, Provost; Kristen Hank, Finance Office Representative; JoNes VanHecke, Vice President for Student Life; Mary McHugh, Academic Dean; Chuck Niederriter, Faculty

Senate Representative; Thomas LoFaro, Curriculum Committee Representative; Emma Jones '18, Student Representative; Olivia Ward '18, Student Representative; Nicole Goebel, Support Staff Representative; David Menk, Director of Institutional Research; Sarah Ruble, College Assessment Director

Gustavus Adolphus College
College Accreditation Committee
accreditation-com@gustavus.edu
13 February 2018, 2:30-3:30 p.m., Konferenzrum

Meeting Minutes

Attendees

Brenda Kelly, Kristen Hank, Mary McHugh, Chuck Niederriter, Emma Jones '18, Olivia Ward '18, Nicole Goebel, David Menk, Sarah Ruble

Call to Order, Approval of the Agenda

The meeting was called to order by Provost Kelly at 3:00 p.m.

Approval of Minutes

1. Approval of the 14 November 2017 College Accreditation Committee meeting minutes
 - a. The minutes were approved.

Unfinished Business

1. Update on progress on the areas that require a monitoring or embedded report
 - a. Assessment (Mary McHugh, Sarah Ruble, JoNes VanHecke)
 - i. Sarah reported that most departments have assessment plans submitted with corresponding outcomes. Plans for student work being assessed by both direct and indirect measures. Eight or nine departments will go through the comprehensive program by the time the monitoring report is due and others will have had made progress.
 - ii. Mary reported that there are newly approved ISLOs as of December 2017. Piloting assessment of January term study away courses. A workshop will be held in the summer for courses who volunteered for assessment review. Working with Roger Adkins on this initiative.
 - iii. JoNes reported, through Brenda, that progress is being made on co-curricular student assessment.
 - b. Faculty review
 - i. Brenda reported that faculty review of non-tenure track faculty will need a developmental component. Additionally the Faculty Personnel Committee discussed post-tenure review. Models for this have been introduced and are under review to have implemented by spring 2019.

New Business

2. Draft accreditation timeline
 - a. Nicole reported on a timeline created for use by committee to highlight end-goals and track steps/progress to said goals. Accountability and proactive, early starts to goals are a benefit of this timeline. Provide Nicole dates that you want to include into the timeline.

3. HLC November 2017 and January 2018 newsletters
 - a. These will be sent out as received by the HLC for review.
 - b. No notification as of yet to a replacement for our HLC liaison.
4. Assign minute-takers for upcoming meetings (see below)

Good of the Order

5. Meeting schedule and assignments for taking meeting minutes:
 - a. 13 February 2018 at 2:30-3:30 p.m. in Konferensrum: TBD
 - b. 13 March 2018 at 2:30-3:30 p.m. in Konferensrum: David Menk
 - c. 17 April 2018 at 2:30-3:30 p.m. in Konferensrum: Sarah Ruble
 - d. 8 May 2018 at 2:30-3:30 p.m. in Konferensrum: Kris Hank

Adjournment

The next College Accreditation Committee meeting will be convened on
13 March 2018 at 2:30-3:30 p.m. in Konferensrum.

Committee Members

Rebecca Bergman, President; Brenda Kelly, Provost; Kristen Hank, Finance Office Representative; JoNes VanHecke, Vice President for Student Life; Mary McHugh, Academic Dean; Chuck Niederriter, Faculty Senate Representative; Barbara Fister, Curriculum Committee Representative; Emma Jones '18, Student Representative; Olivia Ward '18, Student Representative; Nicole Goebel, Support Staff Representative; David Menk, Director of Institutional Research; Sarah Ruble, College Assessment Director

Gustavus Adolphus College
College Accreditation Committee
accreditation-com@gustavus.edu
17 April 2018, 2:30-3:30 p.m., Konferensrum

Meeting Minutes

Present: Brenda Kelly, Mary McHugh, David Menk, Sarah Ruble, Nicole Goebel, and JoNes VanHecke.

Absent: Barbara Fister, Kristen Hank, Emma Jones, Chuck Niederriter, Olivia Ward

Call to Order, Approval of the Agenda

1. Note: next year the intensity of these meetings will increase owing to the upcoming 2020 interim report and the coming-sooner-than-you think 2023 report.

Approval of Minutes

2. Approval of the 13 February 2018 College Accreditation Committee meeting minutes.
 - a. Friendly amendment: change “agenda” to “minutes.”

Unfinished Business

3. Update on progress on the areas that require a monitoring or embedded report
 - a. Assessment (Mary McHugh, Sarah Ruble, JoNes VanHecke)
 - i. Departments and programs have, for the most part, completed assessment plans and curriculum maps. Still waiting for a couple of outstanding plans and maps.
 - ii. We have 9-10 departments who should have completed a full assessment cycle by 2020.
 - iii. Becky Fremo is working on common assignments and prompts for FTS, based on data from January workshop.
 - iv. Thinking about a shared writing assignments for departments and programs for assessment. We do not know where that would happen or if there is faculty willingness for any such shared assignment in the capstone or somewhere in the senior year.
 - b. Faculty review (Brenda Kelly)
 - v. Moving forward two processes: non-tenure track review and post-tenure review.
 1. Non-tenure track: new template is doing what we hoped it would do. The template gives summative and formative feedback that will be actionable for the non-tenure track faculty member.
 2. Post-tenure review: a two-year review process. In the fall, the personnel committee gathered evidence and proposed two processes to the faculty senate. Right now, the idea is that there would be an annual report form that the faculty member would fill out about teaching, scholarship, service, and mission of the College. Faculty senate is still thinking about what to do with that form. One idea is that the report would be yearly, but that every three years (unless needed more often on a case-by-case basis), each faculty member would meet with a member of the Provost's Office. The Provost's Office believes that would be a manageable number each year (40-50 each

year). There would also be opportunities, through the Kendall Center, to opt-in to cohort groups around certain areas of developments. This process seems consistent with what other schools do.

- a. Next step: the senate will have at least one more discussion and then it will come to the faculty for discussion.

New Business

4. Update from the April 2018 HLC annual conference
 - a. We now have an HLC liaison: John Marr.
 - b. Stand-out ideas from HLC:
 - vi. A Data Literacy Team: a group of people from across campus who can mine our data and share it.
 1. Have to figure out what data to look at. Are we looking for people who can figure out what is interesting or can look at the data and figure out what to look at next.
 - a. How do you make this focused enough to be useful but not overwhelming.
 - b. Central College had a similar process: had people from across campus looking big data sets. At Central, the assessment committee took the lead. They would look at what was interesting to them from surveys like NSSE and then publicize that.
 - c. Santa Ana CC has a list of student success questions/dashboard that is published every semester. They also have a list of generated reports.
 - d. We could use an index of surveys administered across campus to deal with survey fatigue and duplication of efforts.

Good of the Order

5. Meeting schedule and assignments for taking meeting minutes:
 - a. 8 May 2018 at 2:30-3:30 p.m. in Konferensrum: Kris Hank

Next Meeting

6. JoNes will update the committee on student life assessment (assessment consultant will be on campus the week of April 23).

Adjournment

The next College Accreditation Committee meeting will be convened on
8 May 2018 at 2:30-3:30 p.m. in Konferensrum.