

Gustavus Adolphus College  
College Accreditation Committee  
[accreditation-com@gustavus.edu](mailto:accreditation-com@gustavus.edu)  
11 October 2018, 10:30-11:30 a.m., LCR

# Meeting Minutes

**Present:** Brenda Kelly, Case Bartelings, Barbara Fister, Ursula Lindqvist, Mary McHugh, David Menk, Sarah Ruble, Maci Surat, Deb Swanberg, JoNes VanHecke, Ken Westphal

## Call to Order, Approval of the Agenda

Provost Brenda Kelly called the meeting to order at 10:32 a.m. The meeting agenda was approved as distributed

## Approval of Minutes

1. The 17 April 2018 College Accreditation Committee meeting minutes were approved as distributed.

## Introductions

## Unfinished Business

2. **Update on academic affairs assessment:** (Mary McHugh, Sarah Ruble)
  - a. Departments and programs have been working on completing assessment plans and curriculum maps.
  - b. Working groups have been meeting this fall around changes to the general education curriculum. Groups will report recommendations to the Curriculum Committee on 1 November 2018.
  - c. Institutional student learning outcomes assessment is taking place on students' written communication. Oral and creative expression communication will be assessed in the spring.
  - d. Departments and programs have a year to do an assessment project on a specific question/area from work already being done. Results are to be turned in by the fall of 2019.
  - e. Departments seem open to assessment efforts and appreciate the clear expectations and instructions they've been receiving
3. **Update on student life assessment:** (JoNes VanHecke)
  - a. In 2017-18 the departments in the Student Life division worked with Nathan Lindsay, who has a background in research and assessment, to develop an assessment outcome template to provide uniformity. Learning outcomes are very different for each department but specific to the work of the department.
  - b. Student Life will take last year's assessment information in their decision making this academic year. This cycle will be repeated to provide three cycles in advance of the HLC visit.

## **New Business**

4. **Updates on new program development and approval** (Brenda Kelly)
  - a. Brenda reports on her conversation with John Marr around the addition of a new master's program in athletic training. The Board of Trustees has approved curriculum development toward a master's program and any substantive change must be approved by the HLC.
  - b. The goal would be to finish the internal process of approving a curriculum in 2017-18 and then make progress on the HLC components om 2019-20 for what steps are required for approval. Once HLC process is completed the external accrediting body would need to approve. If all processes are completed and approved, 2025 would be the first degree opportunity.
5. **Report on the HLC peer review team training** (Sarah Ruble)
  - a. Sarah reports that she recently attended HLS Peer Review Team training. It is highly encouraged that we have trained peer reviewers to help our process. She learned that peer reviewers want clear evidence that we are meeting criteria and we should have a repository site for clear evidence.
6. **HLC criteria revisions** (Brenda Kelly)
  - a. Brenda highlights the HLC criteria revisions document, which was provided in advance to this committee. HLC has been using similar criteria since 2013. Discussion are being held about revising the criteria, and the findings, presented in the document, can be viewed in alphabetical order. This are important to Gustavus because we will not be able to reuse previous HLC reports.
7. **HLC newsletters:** (Brenda Kelly)
  - a. Three of the most recent HLC newsletters were provided in advance to this committee. Brenda notes that the most relevant news is the criteria revisions.

## **Good of the Order**

8. **Meeting schedule and assignments for taking meeting minutes:**
  - a. Thursday, 6 December 2018 at 10:30-11:30 a.m. in LCR: David Menk
  - b. Thursday, 21 February 2019 at 10:30-11:30 a.m. in LCR: Ursula Lindqvist
  - c. Thursday, 25 April 2019 at 10:30-11:30 a.m. in LCR: TBD

## **Adjournment**

Provost Brenda Kelly adjourned the meeting 11:28 a.m.

Respectfully submitted,  
Deb Swanberg

Gustavus Adolphus College  
College Accreditation Committee  
[accreditation-com@gustavus.edu](mailto:accreditation-com@gustavus.edu)  
21 February 2019, 10:30-11:30 a.m., LCR

# Meeting Minutes

**Present:** Brenda Kelly, Case Bartelings, Barbara Fister, Kristen Hank, Curt Kowaleski, Ursula Lindqvist, Mary McHugh, Sarah Ruble, Maci Surat, Deb Swanberg, JoNes VanHecke.

## **Call to Order, Approval of the Agenda**

Provost Brenda Kelly called the meeting to order at 10:32 a.m. The meeting agenda was approved as distributed

## **Approval of Minutes**

The 10 April 2018 College Accreditation Committee meeting minutes were approved as distributed.

## **Introductions**

Provost Kelly welcomed Curt Kowaleski, the new Vice President for Finance.

## **Unfinished Business**

1. **Updates on new program development and approval:** (Brenda Kelly)
  - a. The Board of Trustees discussed the possible addition of graduate programs, with the goal of having them in place by Summer 2023.
  - b. The Provost's Office received eight proposals for new majors and minors by the Jan. 15 deadline (e.g. engineering and physics, food and agriculture studies, etc.) and these will be discussed and approved, or not, by the Faculty Senate at its March 1 meeting. If the Senate approves a program, the program lead will be given the green light to move ahead with developing it. The HLC also must approve any new undergraduate major that is substantially different from current offerings, and the HLC may require some adjustments to be made. All of the proposals require faculty resources to varying degrees.
2. **Review of accreditation timeline:** (Brenda Kelly, Sarah Ruble, Mary McHugh)
  - a. Provost Kelly shared that the first draft of the interim report is due to the Higher Learning Commission by July 31, 2019. We're about midway through the process; the next comprehensive visit is scheduled for March 2023.

## **New Business**

3. **HLC newsletters:** (Brenda Kelly)

Provost Kelly shared the most recent newsletter from the Higher Learning Commission.

- 4. Reports on curricular and co-curricular assessment progress:** (Sarah Ruble, Mary McHugh, JoNes VanHecke, Brenda Kelly)
- a. The focus of the HLC interim report is curricular and co-curricular assessment. College Assessment Director Sarah Ruble said the August deadline is reasonable as long as the report is a draft with placeholders for including data that will come in later, noting that department assessment reports are due Oct. 1. Dean for General Education and Assessment Mary McHugh pointed out that there is assessment data for FTS on oral communication and creative expression that can be included in the report, as well as study away assessment data and information from the recent external review of IEX. Sarah and Mary both noted that the LAP area assessment data compiled by former Assessment Director Dan Moos can be used to show why Gustavus isn't making bigger changes; no need to change things that are working well. Sarah's curricular mapping and schedules for assessment will show how Gustavus uses this data, which can be shared in the interim report. Charlie Potts, Assistant Vice President for Student Life, will be the lead writer on the report. Provost Kelly suggested that Charlie, Sarah, and Mary set up a meeting to discuss drafting the report.
  - b. Provost Kelly announced that she will be attending the annual HLC conference in Chicago April 7-9 and that there was room for a faculty member to attend with her. Anyone interested in attending should reach out to her.
  - c. Vice President for Student Life JoNes VanHecke announced that in April, the entire Student Life division would be having an assessment workshop that she is branding as a party, to get more buy-in.
  - d. Provost Kelly pointed out that "co-curricular" isn't limited to the Student Life division, although the most recent HLC review addressed only Student Life in its discussion of co-curricular programming. The category does also encompass Athletics and the Chaplains' Office. Provost Kelly said both of these should complete a couple of assessment cycles prior to the next HLC on-campus visit in 2023.

### **Good of the Order**

**5. Meeting schedule and assignments for taking meeting minutes:**

- a. Thursday, 25 April 2019 at 10:30-11:30 a.m. in LCR: TBD

### **Adjournment**

Provost Brenda Kelly adjourned the meeting 11:18 a.m.

Respectfully submitted,  
Ursula Lindqvist

### **Committee Members**

Rebecca Bergman, President; Brenda Kelly, Provost (presider); Case Bartelings, Student Representative; Barbara Fister, Curriculum Committee Representative; Ursula Lindqvist, Faculty Senate Representative; Mary McHugh, Academic Dean; David Menk, Director of Institutional Research; Sarah Ruble, College Assessment Director; Maci Surat, Student Representative; Deb Swanberg, Support Staff Representative; JoNes VanHecke, Vice President for Student Life; Curt Kowaleski, Finance Office Representative; Kristen Hank, invited guest

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25 April 2019, 10:30-11:30 a.m., LCR

# Meeting Minutes

**Present:** Brenda Kelly, Case Bartelings, Barbara Fister, Curt Kowaleski, Mary McHugh, Sarah Ruble, Maci Surat, Deb Swanberg

## **Call to Order, Approval of the Agenda**

Provost Brenda Kelly called the meeting to order at 10:34 a.m. The meeting agenda was approved as distributed

## **Approval of Minutes**

The 21 February 2019 College Accreditation Committee meeting minutes were approved as distributed.

## **Unfinished Business**

1. **Updates on HLC annual meeting:** (Brenda Kelly)
  - a. Provost Kelly recently attend the HLC annual meeting and met with John Marr, our HLC representative. Brenda reports attending several interesting sessions with topics including faculty requirements for curriculum, academic program review and planning for new programs.
2. **Updates on new program development and approval** (Brenda Kelly)
  - a. Provost Kelly indicated that the faculty will consider approval of new programs at their May 17<sup>th</sup> meeting. The HLC also must approve any new undergraduate major that is substantially different from current offerings, and the HLC may require some adjustments to be made. All of the proposals require faculty resources to varying degrees.
3. **Interim report planning work** (Sarah Ruble)
  - b. Sarah Ruble, Mary McHugh and Charlie Potts held a meeting on April 24<sup>th</sup> in planning for writing of the draft interim report. Provost Kelly will hold a phone meeting with John Marr to address questions raised in the planning meeting.

## **New Business**

4. **HLC newsletters:** (Brenda Kelly)
  - a. Provost Kelly shared the most recent newsletter from the Higher Learning Commission.

## **Good of the Order**

5. **Meeting schedule and assignments for taking meeting minutes**
  - a. Discussion on committee membership after this academic year. Barb Fister will be done as the Curriculum Committee Representative. Mary McHugh will be taking a sabbatical and so

will not be serving. Student Representatives Maci Surat and Case Bartelings both indicate that they would like to continue serving.

- b. Discussion on the timeline for the addition of a new master's program in athletic training. The goal would be to finish the internal process of approving a curriculum and then make progress on the HLC components om 2019-20 for what steps are required for approval. Once HLC process is completed the external accrediting body would need to approve. If all processes are completed and approved, 2025 would be the first degree opportunity.

### **Adjournment**

Provost Brenda Kelly adjourned the meeting 11:18 a.m.

### **Committee Members**

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