

Gustavus Adolphus College  
College Accreditation Committee  
[accreditation-com@gustavus.edu](mailto:accreditation-com@gustavus.edu)  
23 October 2019, 2:00-3:00 p.m., 49er Room

# Meeting Minutes

**Present:** Brenda Kelly; Kate Knutson; Curt Kowaleski; Elizabeth Kubek; Ursula Lindqvist; David Menk; Sarah Ruble; Deb Swanberg; JoNes VanHecke; Kristen Hank; Maci Surat, Case Bartelings

**Absent:** Rebecca Bergman

## Call to Order, Approval of the Agenda

Provost Brenda Kelly called the meeting to order. The meeting agenda was approved as distributed.

## Approval of Minutes

The agenda and minutes of the 25 April 2019 College Accreditation Committee meeting minutes were approved as distributed.

## Unfinished Business

1. **Interim report update:** Assessment Director Sarah Ruble provided an update on the draft interim report. She will ask that the College Accreditation Committee to do a review of the draft, followed by other members of the College community. The goal is to have a strong draft of the interim report by Feb/March 2020.
2. **Athletic training substantive change submission:** Provost Kelly reported receipt of some information from the Athletic Training faculty and that she will be working on other components to the change application in the coming weeks.
3. Assessment
  - a. **Student Life:** Dean VanHecke reported progress on assessment endeavors in the Student Life division, including entry into year three of all of the student life departments assessing the outcomes laid out within their assessment plans, and the forthcoming “Assesstival” event.
  - b. **Academic departments and programs:** Sarah Ruble reported that almost all of the academic departments and programs submitted their 2018-19 assessment reports on time and that they are largely meeting expectations.
  - c. **General education:** Sarah Ruble reported that general education rubrics are being piloted this fall in courses.

## New Business

4. **Revised criteria for accreditation:** Dean Kubek, Provost Kelly, and David Menk reported on the recent webinars related to the revised accreditation criteria. All of the webinars and materials will be available on the HLC website later in the winter.
5. **The Leaflet:** Provost Kelly highlighted the recent Leaflet newsletters, which primarily focused on the revised accreditation criteria and timeline.

6. Provost Kelly reported the opportunity for committee members to attend this year's HLC meeting in April, her report on accreditation at the Sept 2019 Board of Trustee meeting, and recent phone call with John Marr, our HLC liaison.

### **Good of the Order**

7. **Committee charge and membership:** None
8. **Meeting schedule and assignments for taking meeting minutes:**
  - a. Tuesday, 3-December 2019 at 3:00-4:00 p.m. in 49er Room: TBD
  - b. Tuesday, 25 February 2020 at 3:00-4:00 p.m. in Konferensrum: TBD
  - c. Tuesday, 28 April 2020 at 3:00-4:00 p.m. in Konferensrum: TBD

### **Adjournment**

The meeting was adjourned by Provost Kelly.

Gustavus Adolphus College  
College Accreditation Committee  
[accreditation-com@gustavus.edu](mailto:accreditation-com@gustavus.edu)  
25 February 2020, 3-4p.m., Konferensrum

# Meeting Minutes

**Present:** Brenda Kelly, Curt Kowaleski, Ursula Lindqvist, Sarah Ruble, JoNes VanHecke., Elizabeth Kubek, Deb Swanberg

## Call to Order, Approval of the Agenda

Provost Brenda Kelly called the meeting to order at 3:05 p.m. The meeting agenda was approved as distributed.

## Approval of Minutes

The 23 October 2019 College Accreditation Committee meeting minutes will be brought to the next meeting for review and approval.

## Unfinished Business

1. Interim report update (Sarah Ruble): Sarah reports we have a draft of the HLC interim report that has been vetted by members of the accreditation committee and a small group of other assessment-minded folks. Sarah and Charlie will meet in the next couple of weeks to talk about changes and updates and then wondered about the next set of people who should look at the report. The goal is to have a very strong draft--one that can simply be updated when assessment drafts come in this spring and in the fall--by June.
2. Athletic training substantive change submission (Brenda Kelly): Provost Kelly reports that in late fall 2019, they took a pause on submitting the change application. After consulting with other institutions and gathering more information the application is back on track to be submitted in mid-March 2020.
3. Assessment
  - a. Student Life (JoNes VanHecke): JoNes reported that the departments in the Student Life Division have all submitted mid-year assessment reports. The division held its second annual "Assesstival" in January focusing on the National College Health Assessment data as it relates to the work of the departments.
  - b. Academic departments and programs (Sarah Ruble): Sarah reported most departments and programs turned in their assessment reports in October. She is still working with a few departments on their reports. She also has a couple of departments and programs that did not turn in reports for the first year. As long as they keep on the five-year cycle, that is okay (departments and programs have between 3 and 5 outcomes so they can keep on the five year cycle without turning in a report every year if they have fewer than five outcomes).
  - c. General education (Elizabeth Kubek/Sarah Ruble): Sarah reports that this fall and spring we are asking faculty teaching general education courses to assess their courses using the rubrics for the Challenge Curriculum areas. We are primarily interested in feedback on the rubrics themselves, but we are also collecting data about student learning. Return rate for the fall was not great, so Sarah is considering how to increase return rate this spring.

### **New Business**

4. The Leaflet (Brenda Kelly): Provost Kelly shared highlights of the most recent newsletters from the Higher Learning Commission. She noted that she and Elizabeth will be attending the annual HLC meeting coming up in Chicago.

### **Good of the Order**

5. Meeting schedule and assignments for taking meeting minutes:
  - Tuesday, 28 April 2020 at 3:00-4:00 p.m. in Konferensrum: TBD

### **Adjournment**

Provost Brenda Kelly adjourned the meeting 3:45 p.m.

Gustavus Adolphus College  
College Accreditation Committee  
[accreditation-com@gustavus.edu](mailto:accreditation-com@gustavus.edu)  
28 April 2020, 3-4p.m.

# Meeting Minutes

**Present:** Brenda Kelly, Case Bartelings, David Menk, Elizabeth Kubek, JoNes VanHecke, Kate Knutson, Sarah Ruble, Ursula Lindqvist, Deb Swanberg

## Call to Order, Approval of the Agenda

Provost Brenda Kelly called the meeting to order at 3:02 p.m. The meeting agenda was approved as distributed.

## Approval of Minutes

MOTION by JoNes, second by David, to approve the College Accreditation Committee meeting minutes from 23 October 2019 and 25 February 2020. MOTION approved.

## Unfinished Business

1. Interim report update (Sarah Ruble): Sarah reports she and Charlie Potts have updated the HLC interim report since this group last met. It is agreed that the next set of people who should review the report would be 5-6 PALS. Sarah will identify those people and send the report, asking that feedback be provided by May 25<sup>th</sup>. That feedback can be taken into consideration and Student Life assessment data will be available in mid-June in order to update the report.
2. Assessment
  - a. Student Life (JoNes VanHecke): JoNes reported that the departments in the Student Life Division are on track to provide assessment reports as scheduled in mid-June. Departments have been able to assess their offerings that have been transitioned to virtual programming.

## New Business

1. The Leaflet (Brenda Kelly): Provost Kelly shared an item of interest of the March 27th newsletter from the Higher Learning Commission. HLC's Board of Trustees identified a need for certain clarifications to be made related to HLC's Core Component 4.B. on assessment of student learning. Their current definition of cocurricular is listed as: *Learning activities, programs and experiences that reinforce the institution's mission and values and complement the formal curriculum. Examples: Study abroad, student-faculty research experiences, service learning, professional clubs or organization, athletics, honor societies, career services, etc.* The proposed revisions, which staff are developing now and the Board will review at a future meeting, are intended to:  
Clarify HLC expectations of institutions with respect to cocurricular assessment, namely that the institution is only obligated to assess the learning outcomes it claims for cocurricular offerings; and  
Emphasize the engagement of faculty, instructional and other relevant staff members in assessment processes as the major element of good practice HLC will evaluate.
2. Provost Kelly noted that Elizabeth and David submitted a request for a variance to the HLC when Gustavus transitioned to distance learning for spring semester. We would need to reapply for a variance if our delivery would need to be altered for fall semester.

## Adjournment

Provost Brenda Kelly adjourned the meeting 3:35p.m.

## **Good of the Order**

3. Meeting schedule and assignments for taking meeting minutes:

## **Committee Members**

Rebecca Bergman, President; Brenda Kelly, Provost (presider); Case Bartelings, Student Representative; Kate Knutson, Curriculum Committee Representative; Curt Kowaleski, Finance Office Representative; Elizabeth Kubek, Academic Dean; Ursula Lindqvist, Faculty Senate Representative; 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; Kristen Hank, invited guest