

Gustavus Adolphus College
College Accreditation Committee
accreditation-com@gustavus.edu
Friday, October 9 at 9:00-10:00 a.m.

Meeting Minutes

Present: Brenda Kelly, Provost (presider); Brendan Elliot '22, Student Representative; Kristen Hank (guest); Curt Kowaleski, Finance Office Representative; Elizabeth Kubek, Academic Dean; David Menk, Director of Institutional Research; Sarah Ruble, College Assessment Director; Deb Swanberg, Support Staff Representative; JoNes VanHecke, Vice President for Student Life; Mary Westby, Curriculum Committee Representative; Harrison Wold '23, Student Representative

Call to Order, Approval of the Agenda

Provost Brenda Kelly called the meeting to order at 9:05 a.m. The meeting agenda was approved as distributed

Approval of Minutes

MOTION by JoNes VanHecke, second by Sarah Ruble, to approve the College Accreditation Committee meeting minutes from 28 April 2020. MOTION approved.

Unfinished Business

1. Interim report update (Sarah Ruble)
 - a. The report is due on 30 October 2020. Brenda Kelly explains Interim report assessment within curricular and co-curricular programs. Sarah thought it was 15 October 2020. Brenda Kelly confirms it is 20 October 2020. Committee has the draft of the narrative. Sarah Ruble has made some updates from the reports from the departments that have come in from 1 October 2020. The student life section has not changed since they submit their information in July. The 200 pages of appendices, which is the evidence for the assessment, was not shared with the committee, but available upon request. The references to the appendices in the report have been updated to refer to the specific appendices. Brenda will do another read-through. Sarah Ruble believes after that feedback she will consider it ready to submit. All placeholders have been updated with information and data, specifically the information on counseling center updates have been made. Brenda Kelly asks Sarah Ruble to report what might still be a concern. Student life was asked to create tools for assessment and those are complete and have been used for assessment, so she is not concerned there. Six departments have assessed all the SLOs completely and that has been documented. Her largest concern is that the HLC reviewers will want to see a higher number of departments assessing all of their SLOs on this report. Curt Kowaleski asks what the implications of this being an interim report. Sarah Ruble says they might do a focused visit, or they might wait and put a point of emphasis on it at the regular accreditation visit. Brenda Kelly and Sarah Ruble say that we are able to show a lot of progress and that there has been an emphasis on resource allocation for assessment, i.e., the position in Department of Student Life and other financial decisions to support assessment. Sarah mentions there have also been curriculum revisions and that the college has done a better job showing our evidence than in the past.

JoNes VanHecke volunteers to read through it for feedback before the submission. Brenda Kelly asks about process for uploading. Sarah Ruble reports it must be a PDF. David Menk requests it early just in case it needs to be uploaded in pieces. Sarah Ruble requests comments by October 16th. Sarah Ruble will make revisions and the goal is to get it to David Menk to upload on the 21st.

New Business

2. Distance waiver exemption update (Elizabeth Kubek, David Menk)
3. Change application–distance education, level 2 (Elizabeth Kubek, David Menk)
 - a. Elizabeth Kubek gives report. David Menk submitted waiver request on 16 September 2020 and received response of the positive on 21 September 2020. No negative reviews were provided as feedback. The waiver is good until 31 December 2020. To continue with online and hybrid courses beyond the waiver date, we will need to do a substantive change. That document is a Distance Education Application level 2 which states that we can offer courses in a distance or online format, but we cannot offer whole programs in a distance or online format. Brenda Kelly asks Elizabeth Kubek and David Menk if there are challenges in that substantive change document. David Menk doesn't believe so. It looks like a more in-depth form than we have been doing so far. Elizabeth Kubek believes that we have what we need for the document, we have available to us from going through the waivers the last two semesters. Elizabeth Kubek asks if they are expediting the process. Brenda Kelly confirms that HLC is doing a desk review of the application (not full site visits). It will go to the Institutional Action Council from there. A provisional waiver will be granted after the desk review and then full approval will probably happen in the spring. Elizabeth Kubek explains that we have been careful to write to the new definitions of distance education that came out in July to be up to date on the terminology and process for assessment that will be used. Brenda Kelly asks for timeline. David Menk says that there is more information requested on the ability to support distance learning long term, but otherwise not much more than the previous reports. Elizabeth Kubek and David Menk agree that it will be done by 31 October 2020.
4. 2020-21 Assessment plans
 - a. Academic Affairs (Sarah Ruble, Elizabeth Kubek)
 - i. Sarah Ruble updates the group, especially the new members, on what assessment is and our focus on how faculty are making changes based on the assessment data. For General Education, all gen ed designations have an SLO that need to be assessed in the course this year. Departments are continuing their assessment reports. She has had good return on the plans from last year. FTS has its own assessment plan and schedule. Project for this year, working with Becky Fremo, on the best ways to assess WRIT-L and WRIT-D to fit more naturally into Gen Ed or departmental assessment. The writing program will not do a lot of direct assessment this cycle to get these up and running.
 - ii. Elizabeth Kubek shares on the IDS courses created for the first-year students this fall. These courses will provide a snapshot and quick format assessment for how these first year students are doing with the new challenge curriculum. Instructors are taking a single or two assignments that will measure their Student Learning Outcomes for the course.
 - b. Student Life (JoNes VanHecke)

- i. JoNes VanHecke reports on the two goals for the Student Life Division this year. First, it will be one more year of the assessment process. Second, Student Life will take the opportunity to assess the effects of COVID on programming and will use this data and the regular cycle data to see if departments want to make changes to their learning outcomes. After three years of using these learning outcomes, it is a good time to review these and restart the cycle in 2021-22 with updates. So, they might be less data reporting this year. JoNes VanHecke asks how we move forward with departments that are not student life or the academic program on their assessment plans and reports. Brenda Kelly agrees that will be a focus of the next meeting along with preparing for the 2023 accreditation visit/report.
5. 2019-20 Faculty evaluation update (Brenda Kelly)
 - a. Brenda Kelly reports two areas of concerns from the previous HLC visit. First was assessment, already discussed and the second area was around faculty evaluation. The first part of this area was documentation and formative feedback to visiting or probationary faculty. In the past we were doing review, but had not been documenting their process and results as diligently. We have cleaned that up and geared it to formative evaluation versus always relying on summative. The feedback has been well received from faculty. The other area of concern was on post-tenure review. We continue a process that began in 2018-19. There is an annual report that a dean or provost read and give feedback on. Then, every 3 years, tenured faculty have the option to meet with deans or provost to review last 3 years and set goals for next 3 years. There are 30-40 faculty that are being reviewed from last year still (process was disrupted a bit in the spring due to COVID). Curt Kowaleski asks for clarification in that information on these evaluations is in the student handbook and we were just not documenting. Brenda Kelly explains the visit review process and how visitor review the individual faculty files at random, which was found in compliance for having the reviews in their files, but that we did not have a master spreadsheet of all of the review completions. We have updated that. Sarah Ruble shares that the HLC reviewers will want clear and obvious evidence that is easy to access and submit in the report. This should be a focus on the COVID response documentation of the college as well. HLC is asking all institutions that are undergoing review currently they must also submit a COVID response form. Sarah Ruble explains the form. It is the 5 criteria of the HLC and how did COVID affect each, what changes occurred, how did the college respond
6. Change application—Athletic Training (Brenda Kelly)
 - a. Brenda reports on the change application. Brenda Kelly is working with Valerie Banschbach to have her put that information together since Brenda Kelly's work on the document is disrupted with COVID-related issues. There would be normally onsite visit for a substantive change such as this, but may not be onsite this year due to COVID. It might be desk review or virtual visit. The reason for the submission is the need to change the type of degree that Gustavus rewards. Due to the nature of the undergraduate program and the ability to transition it to the master's program more readily, it should be a little less intense. Mary Westby reports on the timeline for AT accreditation and how HLC is the first step. The goal is still to open Summer 2023, but may need to change that based on the accreditation schedules. The 3+2 program will not be in place do act as a recruitment tool since we cannot advertise the program until we receive HLC accreditation and have a change application into the CAATE.
7. The Leaflet (Brenda Kelly)

- a. Discussed as a resource for us to review.

Adjournment

Provost Brenda Kelly adjourned the meeting 9:53am.

Gustavus Adolphus College
College Accreditation Committee
accreditation-com@gustavus.edu

Friday, 26 February 2021 at 10:30-11:30 a.m.

Meeting Minutes

Present: Brenda Kelly, Provost (presider); Brendan Elliot '22, Student Representative; Kristen Hank (guest); Curt Kowaleski, Finance Office Representative; Elizabeth Kubek, Academic Dean; David Menk, Director of Institutional Research; Sarah Ruble, College Assessment Director; Deb Swanberg, Support Staff Representative; JoNes VanHecke, Vice President for Student Life; Mary Westby, Curriculum Committee Representative; President Bergman

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.

Introductions

Each of the participants introduced themselves to the group.

Approval of Minutes

MOTION by Sarah Ruble, second by Curt Kowaleski, to approve the College Accreditation Committee meeting minutes from 9 October 2020. MOTION approved.

Unfinished Business

1. Interim report update and follow up on recommendations (Brenda Kelly)
 - a. The interim report was submitted to the HLC and the staff analysis from the HLC received in January 2021 was attached to this meeting's materials. Provost Kelly is happy to report the report was positively received, "materials demonstrate that the institution has made substantial progress with regard to the development of its learning outcomes assessment procedures". Provost Kelly expresses appreciation to Sarah Ruble, Charlie Potts and all those who contributed to the interim report.
 - b. Discussion by the group on student-facing areas to add assessment efforts. Provost Kelly and JoNes will meet to identify possible areas.

New Business

1. Change application–distance education, level 2 (Elizabeth Kubek, David Menk)
 - a. David reports that within the next couple of weeks he expects the Distance Education Application level 2, which states that we can offer courses in a distance or online format, but not whole programs in a distance or online format post-pandemic, will be ready and approved to go.
2. 2020-21 Assessment updates
 - a. Academic Affairs (Sarah Ruble, Elizabeth Kubek)
 - i. Sarah reports there was a 75% rate of return for assessment in gen ed designation courses from the Fall 2020. She plans to report to the Curriculum Committee and faculty in spring 2021.

- ii. Academic departments/programs have a deadline of October 2021 for their 2020-21 reports.
- b. Student Life (JoNes VanHecke)
 - i. JoNes reports that all Student Life departments have submitted their mid-year assessment reports to her office. Charlie Potts is reviewing the current assessment template and whether or not “Assestival” the division’s professional development session on assessment will be held this spring or not.
- 3. Change application—Athletic Training (Brenda Kelly)
 - a. Provost Kelly congratulates Mary Westby on becoming the permanent program director for Athletic Training Program. They are hopeful that the change application will be ready to submit by May 1st.
- 4. Initial planning for the Spring 2023 HLC visit
 - a. Identification of the writing team for the quality assurance document
 - i. Provost Kelly reports that the HLC Site Visit will be on February 27 and 28, 2023. Discussion was held on the structure within the College to write/produce the quality assurance document (evidence) for the HLC site visit. We would aim to have a draft of the document by spring of 2022.
- 5. The Leaflet (Brenda Kelly)
 - a. Resource attached to this meeting’s materials.

Adjournment

Provost Brenda Kelly adjourned the meeting.

Gustavus Adolphus College
College Accreditation Committee
accreditation-com@gustavus.edu
Friday, 23 April 2021 at 10:30-11:30 a.m.

Meeting Minutes

Present: Brenda Kelly, Provost (presider); Brendan Elliot '22, Student Representative; Curt Kowaleski, Finance Office Representative; Elizabeth Kubek, Academic Dean; David Menk, Director of Institutional Research; Sarah Ruble, College Assessment Director; Deb Swanberg, Support Staff Representative; JoNes VanHecke, Vice President for Student Life; Mary Westby, Curriculum Committee Representative; Ursula Lindqvist, Faculty Representative; and President Bergman

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

MOTION by Sarah Ruble, second by Mary Westby, to approve the College Accreditation Committee meeting minutes from 26 February 2021. MOTION approved.

Unfinished Business

1. Follow up on recommendations from the Interim Report (Brenda Kelly, JoNes VanHecke)
 - a. Proposed expanded set of programs/offices/depts for assessment efforts and process for oversight: Provost Kelly and JoNes have identified the Chaplains Office, Athletics, and the Academic Support Center to begin assessment efforts this fall. JoNes will take the lead in providing training for those department heads in an assessment process similar to the one the Student Life Division is following.
 - b. CICE and study away assessment: Provost Kelly reports that progress has been made in regards to January term but need to show stronger improvement. Provost Kelly and Bryan Messerly will work to bolster January term 2022 assessment.
2. Change application-distance education, level 2 (David Menk)
David has not heard back at this time about the change application. Additional information was requested and provided. The delay may be due to the volume of applications being reviewed.
3. Change application-Athletic Training (Brenda Kelly)
Mary reports that she has been working on the Athletic Training organization accreditation document with the assistance of Valerie Banschbach. They are working to submit it by the end of May. Mary notes that with no new admits, the last undergraduate Athletic Training class is the class of 2024.
4. Planning/process for the writing of the Quality Assurance Argument (for Spring 2023 HLC visit)
Provost Kelly reports that Sarah Ruble has agreed to be the leader of the initiative and lead writer for the quality assurance argument. Sarah will put together a proposal identifying a writing team, timeline and benchmarks, with a goal to have a draft by spring 2022. This body will be reviewers of the draft

before it goes out. We will encourage wide awareness in the campus community about the quality assurance argument.

New Business

5. 2020-21 Assessment updates (if any, Sarah Ruble, Elizabeth Kubek, JoNes VanHecke)
Sarah reports the next efforts will be centralizing assessment efforts for the Challenge and Three Crowns curriculum. Elizabeth reports that beta test assessment efforts in the Challenge Curriculum are ongoing, using direct embedded methods and rubrics to assess a single SLO across multiple classes. The plan is to assess 3-4 more SLOs, one each term, for 2021-22.
6. The Leaflet (Brenda Kelly)
Provost Kelly notes that the HLC Board of Trustees approved expansion of its geographic area for accreditation to include the entire United States. This could increase financial resources but also could decrease response time.

Adjournment

Provost Brenda Kelly adjourned the meeting at 11:02 a.m.

Next Meeting

The next College Accreditation Committee meeting will be convened the 2021 Fall semester. Look for future emails to come.