

Gustavus Adolphus College  
College Accreditation Committee  
[accreditation-com@gustavus.edu](mailto:accreditation-com@gustavus.edu)  
Monday, 18 October 2021, 1:00 p.m.

## Meeting Minutes

**Present:** Brenda Kelly, Provost (presider); Ben Menke, '22, Student Representative; Brendan Elliot '22, Student Representative; Harrison Wold, '22, Student Representative; Kris Hank, 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; Sean Easton, Faculty Representative; and President Bergman

### Call to Order, Approval of the Agenda

Provost Brenda Kelly called the meeting to order at 1:02p.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 23 April 2021. MOTION approved.

### Unfinished Business

1. Follow up on recommendations from the Interim Report (Brenda Kelly, JoNes VanHecke)  
Provost Kelly and JoNes have identified an expanded set of programs/offices/depts for assessment efforts and process for oversight: the Chaplains Office, Athletics, and the Academic Support Center have launched assessment efforts this fall. JoNes reported they began with training from an off-campus consultant and will meet as a cohort monthly with JoNes for progress check ins.
2. Change application—distance education, level 3 (Elizabeth Kubek)  
The level 2 change application was submitted and approved in June. In August, the College was informed that definitions had been change and we needed to submit a level 3 change application. HLC approval allows us to have flexibility and ask the question about what is the best modality to deliver content. David and Elizabeth are working on the application and expect to submit it in early November.
3. Change application—Master's in Athletic Training (Brenda Kelly)  
The application was submitted in mid-August. We have not received a response yet. Upon approval, the next step would be an onsite visit in spring of 2022.
4. Planning/process for the writing of the Quality Assurance Argument (for Spring 2023 HLC visit) (Sarah Ruble)  
Sarah reports that the writing team has met and divided the core components of the quality assurance document amongst themselves to gather evidence. They expect to have a strong draft in January so that they can address any weaknesses; and then have it put into 'one voice' in the summer of 2022. This body might 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. Assessment updates (Sarah Ruble, Elizabeth Kubek, JoNes VanHecke)
  - a. JoNes reports that the Student Life Division is in round two of its assessment cycle and will have a solid report for the HLC.
  - b. Sarah reports cademic department assessment reports were due on October 1. Many departments turned them in on time and the assessment director is following up with those who did not. We are in year four of our five-year assessment cycle for departments and programs.
  - c. Dean Kubeck reports general education assessment continues. We will have assessed most of the Challenge Curriculum SLOs by the end of the year. We are working on Challenge Seminar assessment, specifically piloting a rubric for the first SLO (focused on integration of learning). Dean Kubeck noted that we need to continue working toward longitudinal assessment within courses so that we have data about how much students are learning within a course.

### The Leaflet (Brenda Kelly)

Provost Kelly noted the following highlights:

- 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.
- The HLC recently clarified its instructions for reporting changes related to program content, reporting certain other changes made to existing certificate or diploma programs, and substantially increasing or decreasing the number of clock or credit hours required to complete a program.
- HLC's requirements for distance education offerings and its definitions of distance education courses and programs have been updated to reflect new federal requirements for the approval of distance education programs.

## **Adjournment**

Provost Brenda Kelly adjourned the meeting at 1:50p.m.

## **Next Meeting**

Upcoming College Accreditation Committee meetings; please check your Google calendar for login/call in information:

6 December 2021 at 1:00-2:00 p.m.

21 February 2022 at 1:30-2:30 p.m.

25 April 2022 at 1:30-2:30 p.m.

## College Accreditation Committee

February 21, 2022

### Meeting Minutes

**Present:** Brenda Kelly, Provost (Presider); Seán Easton, Faculty Senate Representative; Elizabeth Kubek, Academic Dean; David Menk, Director of Institutional Research; Sarah Ruble, College Assessment Director; Deb Swanberg, Support Staff Representative; Mary Westby, Curriculum Committee Representative.

**Absent:** Rebecca Bergman, President; Brendan Elliot '22, Student Representative; Kristen Hank, Finance Office Representative; Ben Menke '22, Student Representative; JoNes VanHecke, Vice President for Student Life; Harrison Wold '23, Student Representative.

1. The agenda was approved as distributed. M/S/C
2. Minutes were approved as distributed. M/S/C
3. Old Business
  - 3.1. Athletic Training Accreditation: Mary Westby reported to the group on the dates and particulars of the CAATE (Commission on Accreditation of Athletic Training Education) accreditation visits to the Athletic Training Program, both in connection with the program that has been ended and is on its 2-year teach out and the newly established graduate program.
    - 3.1.1. Mary Westby and Brenda Kelly discussed the newly identified, permanent athletic training space, scheduled to be renovated this summer.
    - 3.1.2. Mary Westby explained CAATE's assessment practice of giving an initial and unofficial 'compliant' or 'noncompliant' assessment, to be followed by a 'rejoinder statement' from GAC at the end of April, which CAATE will then consider and issue its final assessment in light of.
  - 3.2. Higher Learning Commission Study: Sarah Ruble (Assessment Director) reported to the group on the schedule and logistics of the Study.
    - 3.2.1. March 15 will see the return of drafts from 5 person writing team, followed by the distribution of sections to readers. During summer 2022, the team will work to put the report into one voice.
    - 3.2.2. It was noted that the Provost and Assessment Director meet once a month and the question of how to involve the Cabinet was considered. Sarah Ruble's meeting with the Cabinet is scheduled for March 1.
  - 3.3. Dean Elizabeth Kubek updated the group on the progress of her report on Distance Education at Gustavus for the HLC visit, in particular its HLC designation number identifying the institution's level of reliance on Distance Learning; and the percentage of its courses still online and hybrid.
    - 3.3.1. Dean Kubek reports that Distance Education at Gustavus has moved decisively from a COVID response to approaches consistent with the institution's residential identity. Use of DE indicate positive choices of faculty.
    - 3.3.2. The report itself will be completed at end of February, ready for March and use by Assessment Director Ruble. Dean Kubek has been using comments from Faculty members' annual reports and lifting up examples from coursework.

- 3.3.2.1. It was noted that all this feeds into additional COVID response because any changes implemented and now adopted into institutional culture. Dean Kubek also mentioned that she continues to work with the Accessibility Working Group.
4. Assessment update: Dean of Students, JoNes VanHecke, was not present to speak that side of assessment. Sarah Ruble addressed several points of academic assessment including endorsement by departments of a plan for interdisciplinary minors and the schedule of General Education assessment over the next few years, including a current focus on last fall's assessment, a two-year period of assessment cycle followed by a breather year to check rubrics.
  5. There was conversation between Brenda Kelly and Sarah Ruble about what sort of action might take place regarding courses, SLOs, or rubrics, the extremely high percentage of students in courses are meeting benchmark (which suggests revisiting benchmarks), lack of access to track backwards through courses to see if previous work is being well integrated and whether Kyle Chambers' tracking of students through majors to find most common paths could be used with Gen Ed. Mention was made of the possible potential of the new system with which David Menk works that opens February 28.

Respectfully submitted,  
Seán Easton

**Gustavus Adolphus College**  
**College Accreditation Committee**  
**9 May 2022, 10:30-11:30 a.m.**

**Meeting Minutes**

Present: Rebecca Bergman, President; Brenda Kelly, Provost (Presider); Seán Easton, Faculty Senate Representative; Elizabeth Kubek, Academic Dean; David Menk, Director of Institutional Research; Sarah Ruble, College Assessment Director; Deb Swanberg, Support Staff Representative; Mary Westby, Curriculum Committee Representative, Kris Hank, Finance Office Representative; Ben Menke '22, Student Representative; and JoNes VanHecke, Vice President for Student Life

**Approval of the Agenda**

1. Agenda was approved. M/S/C

**Approval of the Minutes**

2. Minutes of the February 2022 meeting were approved with the correction that Kris Hank was present. M/S/C

**Unfinished Business**

3. UG Athletic Training and Master's in Athletic Training (Brenda Kelly, Mary Westby)
  - a. Mary report on two recent accreditation visits, one by the HLC and the other by CAATE. Official notices of the expected re-accreditation are expected later this spring. Discussion on how to list the AT program in the 22-23 Academic Catalog.
4. Quality Assurance Argument (for Spring 2023 HLC visit) (Sarah Ruble)
  - a. Sarah reported the a full draft of the QAA is out with fact checkers with a deadline to return to Sarah by June 1<sup>st</sup>. During the summer work will be done with get the document into 'one voice' and gathering evidence files. This committee will look at the document in the fall and plan for how to prepare the community for what HLC might ask.
5. Distance education, level 3 (Elizabeth Kubek)
  - a. Elizabeth reports attending the HLC conference and receiving more clarification on the level 3 distance application. Level 3 is needed because they hybrid modality is spread across courses. The Accessibility Working Group continues work on assessment results from accessibility of courses. Discussion on hybrid and online modality best practices and universal design practice.
6. Assessment updates
  - a. Student Life (JoNes VanHecke)
    - i. JoNes reports the three areas (Athletics, Chaplains Office and Academic Support Center) have draft documents of their assessment efforts for the academic year. They will share these results with their supervisors later this spring.
  - b. Academic Departments and Programs (Sarah Ruble)
    - i. Sarah will be working on summer assessment and also with Laura Burrack and the challenge seminar.
    - ii. It is possible we will know who the members of the HLC visit team are in November, at least the chairperson's name.

## **New Business**

7. The Leaflet (Brenda Kelly)
  - a. Distributed to the Committee for their review.
8. HLC annual meeting report (Sarah Ruble and Elizabeth Kubek)
  - a. Sarah's impressions from the annual HLC meeting are that DEI is a key topic, sensing a shift in higher education being more innovative with upcoming challenges, HLC appears to be struggling with defining assessment criteria.

## **Good of the Order**

## **Adjournment**