

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

Meeting Minutes

Present: Brenda Kelly, Provost (Presider); Seán Easton, Faculty Senate Representative; David Menk, Director of Institutional Research; Sarah Ruble, Associate Provost and College Assessment Director; Deb Swanberg, Support Staff Representative; Mary Westby, Curriculum Committee Representative, Kris Hank, Finance Office Representative; Madison Bailey '23, Student Representative; President Bergman; and JoNes VanHecke, Vice President for Student Life

Call to Order, Approval of the Agenda

1. The meeting was called to order and the agenda was approved as distributed.

Approval of the Minutes

2. Minutes of the 9 May 2022 meeting were approved as distributed.

Committee Membership and Charge

3. Members present introduced themselves. Provost Kelly reviewed the charge of the committee and indicated this group would meet monthly during this year in preparation for the comprehensive HCL site visit in February of 2023.

Unfinished Business

4. February 2023 comprehensive HLC site visit (Sarah Ruble, Brenda Kelly)
 - a. Sarah Ruble presented the HLC Comprehensive Visit preparation plan:

Current Status

- Draft of argument with evidence uploaded into HLC system
 - Short summaries not written
 - 37,248 words (out of 40,000 allowed)
- Collecting remaining evidence
 - Will incorporate Strategy Committee work during the fall
- Kyle Chambers beginning “evidence” read

To Do

- Federal Compliance (David Menk)
- Student Survey (David Menk)
- Ad in Newspaper Three Months in Advance
- Plan hospitality of reviewers

Community-Engagement Plan

- Update faculty at September 30 meeting
- October 1: Draft of argument available for review and comment
 - Need to decide format (e.g. available binders/behind Gustavus log-in)?
- October Board Meeting
 - Review process and key issues
- October Student Senate Meeting
 - Review process and give overview of student involvement
- November

- In-person and virtual meetings with opportunities for feedback.
 - We will invite specific people, but the meetings will be open to all.
 - Meetings will mirror review meeting types (Criteria 1&2; Criteria 3&4; Criteria 5)
 - January/February
 - In-person and virtual meetings with emphasis on education
 - Oriented around helping people think about key issues: mission, continuous improvement, use of data/evidence in decision-making etc.
 - February
 - Employee Development Day Presentation
 - Faculty Meeting Presentation
 - Student Preparation Session
5. Assessment updates
- a. Student Life: JoNes VanHecke reported that the Student Life division has started a new three-year cycle of assessment this fall. JoNes will be reaching out to Athletics, the Chaplains Office and the Academic Support Center with a reminder to continue their assessment work.
 - b. Academic Departments and Programs: Sarah Ruble reports departments are reporting the fourth year of their five-year cycle on October 15. This academic year is the last year for this round of assessment.
 - c. General Education: Sarah Ruble reports general education assessment for most designations is pausing this year after two years of intense assessment. We are revising rubrics. We are assessing WRITL, Challenge Seminar, and FTS this year. Sarah believes that Challenge Seminar assessment will give us good insight into what how and if students can apply the learning they have gained in their general education courses to a challenge or question.
 - d. UG Athletic Training and Master's in Athletic Training: Mary Westby reports that the HLC substantive change to offer the Masters of Athletic Training was approved in July. The update on the HLC approval has been submitted to the State by Joleen Christensen. The CAATE comprehensive self-study and visit (for the undergrad program) was completed in March. A rejoinder for seven standards that were found noncompliant was submitted on August 1st. No update yet on that status (but feel hopefully since they accepted our substantive change, which they wouldn't do if we were on probation). We are likely to get a shorter accreditation cycle due to the degree change (CAATE hasn't been handing out a lot of 10-year accreditation cycles lately). A Notification of Intent with the CAATE has been submitted to request a substantive change for the degree change (could submit that once HLC and State approval was granted). This opens a mini self-study that focuses on the 12 standards that would differ from the undergraduate degree to the master's degree. Due December 1, 2022. Review of the self-study will take 8-10 weeks by a site-visit team once submitted. They will determine if an on-site visit is needed (not likely). It can take five to eight months to complete the review process before the final accreditation recommendation is made to the CAATE. The College can officially can now start marketing for our July 2024 start date (applications accepted Fall 2023 and Spring 2024). We need to use this statement: *"(Name of Program) is currently accredited by the Commission on Accreditation of Athletic Training Education (CAATE), 2001 K Street NW, Third Floor North, Washington, DC 20006 USA. The program is currently applying to the CAATE for a change in level of degree and is pending approval."*

6. Distance education, level 3: Provost Kelly reports that the application was submitted to the HLC on August 31st. This allows the College to continue to teach online courses.

New Business

7. The Leaflet (Brenda Kelly)
 - a. Distributed to the Committee for their review.

Good of the Order

8. Discussion on mode of these meetings for the remainder of the year – virtual or in person?
Consensus seemed to lean towards virtual.

Adjournment

The meeting was adjourned at 11:31 a.m.

The next College Accreditation Committee meeting will be convened on **14 October 2022 at 10:30 a.m.**

Gustavus Adolphus College
College Accreditation Committee
14 October 2022, 10:30-11:30 a.m.

Meeting Minutes

Present: Brenda Kelly, Provost (Presider); Seán Easton, Faculty Senate Representative; David Menk, Director of Institutional Research; Sarah Ruble, Associate Provost and College Assessment Director; Deb Swanberg, Support Staff Representative; Mary Westby, Curriculum Committee Representative, Kris Hank, Finance Office Representative; Madison Bailey '23, Student Representative; and JoNes VanHecke, Vice President for Student Life

Call to Order, Approval of the Agenda

1. The meeting was called to order and the agenda was approved as distributed.

Approval of the Minutes

2. Minutes of the 9 September 2022 meeting were approved as distributed.

Unfinished Business

3. February 2023 comprehensive HLC site visit
 - a. Quality Assurance Argument: Sarah Ruble reports the QAA has been posted to the Gustavus website for access by Gustavus community members. Sarah will be attending a meeting of the Student Senate in November to discuss the HLC visit process with the members of the Senate.
 - b. Board of Trustees presentation: Sarah Ruble reports she gave a presentation the Board of Trustees at their fall meeting. At the presentation she provided the full draft of the QAA and drew out areas of interest specific to the Board of Trustees.
 - c. Upcoming education sessions
 - d. Committee assistance/attendance at education sessions and other functions: Provost Kelly asked the committee members to review the upcoming education sessions (listed on the agenda) and to participate in sessions, especially those specific to their campus role/responsibilities. David Menk reported the HLS survey for students will be emailed to students on November 7 and will close November 16. The College will receive the results after the QAA is locked but before the HLC visit.
4. UG Athletic Training and Master's in Athletic Training: Mary Westby reports CAATE has awarded the UG Athletic Training accreditation for a cycle of 10 years. Mary is currently working on writing admission standards for the Master's in AT program as well as reviewing the College website to reflect the program in all the applicable pages.
5. Distance education, level 3: Sarah Ruble reports that the application is going in front of a change panel. We should have a decision by December of this year.

New Business

6. The Leaflet: Provost Kelly shared highlights of The Leaflet.

Adjournment

The meeting was adjourned at 10:50 a.m.

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

Meeting Minutes

Present: Brenda Kelly, Provost (Presider); President Bergman; Seán Easton, Faculty Senate Representative; Sarah Ruble, Associate Provost and College Assessment Director; Deb Swanberg, Support Staff Representative; Mary Westby, Curriculum Committee Representative, Kris Hank, Finance Office Representative; Madison Bailey '23, Student Representative; and JoNes VanHecke, Vice President for Student Life

Call to Order, Approval of the Agenda

The meeting was called to order and the agenda was approved as distributed.

Approval of the Minutes

Minutes of the 14 October 2022 meeting were approved as distributed.

New Business

The Leaflet: The November 2022 Leaflet was provided to the Committee in advance of the meeting for their review.

Unfinished Business

Master's in Athletic Training – Mary Westby reported that the self-study was submitted prior to December 1, 2022. We will wait to hear if the self-study will be confirmed by an onsite visit or in conversation with the review team.

Distance education, level 3 - Sarah Ruble reported the application for level 3 distance education was denied by the change panel. Sarah and Provost Kelly learned in a phone conversation with Jon Mars that the College did not need to apply for level 3. The College is within the boundaries of our current level of approval (level 2) and still has room to offer more courses via the online mode.

February 2023 comprehensive HLC site visit

Quality Assurance Argument: Sarah Ruble reported that some feedback was received during the Campus community open sessions and that it will be incorporated into the QAA. Sarah will share the full QAA with Provost Kelly and JoNes VanHecke who agree to do a full read in advance of January 22, 2023.

Student survey: Provost Kelly reported receiving the results of the HLC survey of students. Issues that stood out in her reading were related to residential life and campus parking. Those areas are being actively addressed. Madison Bailey attended the housing feedback meeting on December 7th and will compile her notes and send to Sarah. JoNes stated that a Parking Committee had been formed earlier this semester. The feedback from the December 7, 2022, parking session will be sent to that Committee.

Immediate next preparatory steps (December-January): Sarah will check with David Menk to ensure that the required newspaper notifications are placed locally. To raise awareness of the HLC visit with the Campus community, Sarah plans to place weekly tips in Inside Gustavus,

Faculty-L, and will send prompts to faculty committees. Once the onsite visit is scheduled, Provost Kelly share prompts with those who the HLC team invites to conversation. Provost Kelly and Sarah will identify Board of Trustee members and work with Jolene Christensen to have them 'save the date'.

New Business (continued)

Student Learning Outcome assessment report: Sarah Ruble has compiled the Institutional Student Learning Outcome assessment report. The Curriculum Committee has already seen it. Both the qualitative and quantitative suggest that our students improve their performance with regard to the outcomes and that the College has opportunities for students to practice and demonstrate the outcomes across campus. The report will be included in the QAA. This report was provided to the Committee in advance for their review.

Adjournment

The meeting was adjourned at 11:25 a.m.

Gustavus Adolphus College
College Accreditation Committee
accreditation-com@gustavus.edu
February 17, 2023, at 10:30-11:30 a.m.

Meeting Minutes

Present: Provost Brenda Kelly, Seán Easton, Kristen Hank, David Menk, Sarah Ruble, JoNes VanHecke, Mary Westby

Absent: President Rebecca Bergman, Madison Bailey '23, Deb Swanberg, Harrison Wold '23

Call to Order

The meeting was called to order at 10:30 a.m.

Approval of the Agenda

The meeting agenda was approved as distributed.

Approval of Minutes

The December 9, 2022, College Accreditation Committee meeting minutes were approved as distributed.

Unfinished Business

1. February 2023 comprehensive HLC site visit:
 - a. Schedule: Dean Sarah Ruble walked through the site visit schedule, which includes meetings with Cabinet and Assurance argument authors; 3 open forums; drop-in sessions; 2 area of focus meetings; lunch with students; a meeting with Board of Trustee members; and a meeting with the Director of Human Resources.
 - b. Involvement of committee members: Committee members were encouraged to participate in open forums and area of focus meetings.
 - c. Preparation for students: The luncheon with students was noted.
 - d. Preparation for faculty/staff/Board of Trustees: Pre-meetings with Cabinet members, faculty, and Board of Trustee members have been scheduled.

New Business (none)

Good of the Order

2. The upcoming schedule of meetings:
 - Friday, March 10, 2023, at 10:30-11:30 a.m.
 - Friday, April 14, 2023, at 10:30-11:30 a.m.
 - Friday, May 5, 2023, at 10:30-11:30 a.m.

Adjournment

The meeting adjourned at 10:55 a.m.

Respectfully submitted,
Brenda S. Kelly
Provost and Dean of the College

Gustavus Adolphus College
College Accreditation Committee
15 May 2023, 10:30-11:30 a.m.
Jackson Campus Center, Saint Peter Room

Meeting Minutes

Present: Provost Brenda Kelly, Provost (Presider); Sarah Ruble, Associate Provost and College Assessment Director; Deb Swanberg, Support Staff Representative; JoNes VanHecke, Vice President for Student Life; Seán Easton, Faculty Senate Representative; and Mary Westby, Curriculum Committee Representative

Guests: Charlie Potts, Assistant Vice President for Student Life

Approval of the Agenda

1. Approval of the meeting agenda.

Approval of Minutes

2. Approval of the December 9, 2022, College Accreditation Committee meeting minutes. Motion by Sarah Ruble, seconded by Mary Westby, to approve the minutes. Motion carried.

Unfinished Business

3. February 2023 comprehensive HLC site visit outcome (Sarah Ruble, Brenda Kelly)
 - a. Sarah shared that the HLC report has been received and the College has met all assurances. An announcement will be made to the campus once the pathway has been officially chosen.
4. Master's in Athletic Training (Brenda Kelly, Mary Westby)
 - a. Mary reported that the request to CAATE is in the process of review. Mary continues to work with Admission. Gustavus will be the only private institution in Minnesota to offer a Masters of Athletic Training.
5. Assessment updates
 - a. Student Life (JoNes VanHecke)
 - i. Charlie reports that the departments in Student Life will submit end of the year assessments reports by June 30th. JoNes reports that preliminary assessment of the Recreation programming show 20% of each class has participated in an average of two recreation programs each week. And Strat Comm money granted to late-night programming allowed for 43 programs, with 3,000 attendees who when polled showed 80% felt an increased sense of belonging and knowing their peers better.
 - b. Academic Departments and Programs (Sarah Ruble)
 - i. Sarah reports that these reports are due in October and will be the end of a five-year cycle.
 - c. General Education (Sarah Ruble)
 - i. Sarah reports that three areas were assessed this year: FTS, Challenge Seminars, and WRITL. Assessment results will be available in the fall. The FTF proposal may change general education assessment going forward.

New Business

6. The Leaflet (Brenda Kelly)

Respectfully submitted,
Deb Swanberg