

HLC STEERING COMMITTEE
MEETING MINUTES
JANUARY 19, 2011

Meeting was called to order at 8:30 am.

PRESENT: Sandy Balkema, Marilyn Bejma, Mike Cairns, Rick Christner, Cheryl Cluchey, Steven Durst, Jennifer Hegenauer, Melinda Isler, Michelle Johnston, Mo Milzarski, Carol Quigley, Wendy Samuels, Max Shangle, Robbie Teahen and Chris Vander Haar.

Sandy reported that report revisions are in, and she is working on institutional data sheets. She will also start testing all the URL's in the report. President Eisler has a copy that he will be scrutinizing in the next few days. Sandy asked all committee members to review their chapters for anything that needs to be brought to her attention.

Chris pointed out that our headings at the end of each Criterion chapter are now:

- Preparing for the Future: Examples of excellence in practice
- Mission and Integrity: Discoveries from the self study
- Alignment with Strategic Plan
- The Ferris Mission: Foundation for the future

The self study and strategic plan have been developed side by side and overlap in many areas, a further indication that our self study is aligned with our mission and gives us a springboard to continued self assessment.

Divider pages will be inserted into the final version of the self study, using the artwork from our 125th Anniversary book. A picture of the artwork at the entrance to Katke golf course will be used on the cover of the reflections document, and a photo of Granger Building will be on the cover of the report itself. The report must be submitted to the visiting team in mid-February. Anything that is not linked at this time will not be in the final version of the report.

Max reported that he asked all programs at his all-college meeting to make sure they are featuring an overview of their programs physically while they are open for business during the team's visit. Each program is responsible for making reported information available to our visitors. Our primary objective in what we display and have available during the visit is to verify that what we have reported is mission.

Robbie reported that the Communication Committee has worked on getting the word out in many ways:

- "Potty" posters have been distributed to ambassadors across campus who have posted them on restroom mirrors and will replace them every three weeks or so, in order to publicize the different aspects of the HLC visit to students and staff.
- Informational mouse pads have been distributed in labs campus wide. The IT group shared the cost of these with the self-study budget. These pads will also be part of the visitors' welcome packets.
- Pens inscribed with our Core Values have been distributed to various groups across campus.
- Please contact Mo if you would like any of these items for committees or other groups who will meet with the visitors.

- Vicky Deur has created a new channel in My FSU with HLC information and links, so that it is more visible to students and staff.
- To solicit written comments from the community at large, Leah Nixon plans to place advertisements in the newspapers.
- The latest issue of the HLC Newsletter should be arriving in everyone's mail soon. It will have findings of Criterion 2 as well as the names of the visiting team's members (as they stand at this time).
- A t-shirt give-away is planned for sometime in April, with the first 200 students being given t-shirts with HLC info that they will hopefully be wearing during the visit. Word will be disseminated through texting (flash-mob) and on the Wheeler Pavilion sign, if wording can be crafted to fit on the screen and still be legible. We may have ice cream at this event, also.
- HLC screen savers are visible on the monitors in FLITE.

Mo reported that a room in IRC has been reserved as "home base" for the visitors, rooms at the Holiday Inn have been reserved, and hospitality bags are being prepared.

Robbie will work on identifying items to submit as a suggested schedule when she has confirmation from the team chair that this would be welcomed. Robbie will send to committee members the list and professional charts (expertise and past positions) of visiting team members.

Our Board of Trustees and Academic Senate are scheduling time to be on campus during the visit. If each advisory team could schedule one or two members to be here also, we will have the breath of our program well represented.

Mike reported that Student Affairs is going through the spontaneous, "in-the-hallway" questions that we developed and put up on the website (more will be put up) so that they are familiar with them and all will be able to answer them when asked.

We are asked to get back to our subgroups so that everyone understands their roles in supporting our mission.

Michelle Johnston suggested we condense our mission statement into a catch phrase of two-three words, such as "Tech and Career Prep," to use as an advertising slogan around campus. It should be something that all people employed by the university can relate to, including those who do not come in direct contact with students on a daily basis but who may be part of maintaining the physical environment or providing school services and thus a clean, positive and healthy atmosphere for our students to enjoy while they are here. We are all a part of our mission to prepare our students!

Everywhere Michelle went on campus at Cleveland State there were ambassadors (dressed in green vests and white tops) with clipboards holding visitors' agendas, to greet and help them find their way around campus. We plan to have ambassadors, orientation leaders and student government representatives trained and placed around campus to help the visiting team get around when it is here. We will try to have them identifiable by dress.

Melinda reported that there are 44 display cases in FLITE that she is responsible for filling. If the Communication Committee has anything specific to be displayed, she'll work with members to get it done. Sandy mentioned that the Core Team plans to create a list of things for display, such as all the lists from the Big Event last spring (which have been scanned), as well as five-star notebooks, artwork

from Kendall, etc. She and Max will work on deciding what to display; and if any committees have something they would like to showcase, please contact Sandy or Max.

Chris reported that a list of campus events will be distributed, and information on our annual Shakespeare celebration could be displayed. A Fulbright wall is being put up in FLITE. A list of places we'd like the team to see would be helpful. There is a Guide for Artwork publication that could be included in the visitors' packets.

We want to assess our self study, and a list of questions will be sent to us, as we are the group who should initiate the assessment, and a survey will be developed for broader feedback.

Max asked to be notified as soon as the off-campus day for the team is known. Right now, Tuesday is planned as the "Break-Out" day to visit off-campus sites. This is the pattern that is usually followed for team visits: Monday is spent in Big Rapids, Tuesday at off-campus sites, and then Wednesday back in Big Rapids, with departure usually around mid-day.

Meeting adjourned at 9:29 am.

Respectfully Submitted,

Marilyn Bejma