

Higher Learning Commission Steering Committee

Meeting Minutes

October 15, 2008

Present: Mike Cooper, Mike Cairns, Paul Blake, Mike Hughes Chris Vonder Haar, Ron McKean, Steve Durst, Wendy Samuels, Leroy Wright, Rick Griffin, Robbie Teahen, Kitty Manley, Kristen Salomonson, Tom Oldfield, Doug Haneline, Michelle Johnston, Chad Williams

Sam Fattore demonstrated the HLC Data Submission Form out on the website.

Kristen handed out HLC Self-study "Making Sense of Data" sheet. Carefully examine the data you have collected for each core component and think about each of the following questions.

1. What does it *mean*?
2. How does it help us tell the story we want to tell about Ferris State?
3. What *strengths* of Ferris State are revealed through this evidence?
4. What *concerns* do you have about the data and evidence?
5. What additional data might be needed to make the point fully?
6. What areas of improvement to Ferris State?

Mike Cooper and Steve Durst put together an HLC Workflow – draft and handed that out. Steve reviewed the chart in detail with the group. Mike and Steve asks that each criterion look over the workflow chart and be ready to give suggestions on any additions or changes to the chart at the next Steering Committee meeting. The goal is to be able to use the workflow chart throughout the assessment process. The question was raised if the workflow chart could be implemented into the work time line?

Robbie Teahen had the suggestion that the Steering Committee meeting separate with each criterion in order to see where they stand with gathering their evidence. These meetings should start in January. This might mean that the Steering Committee needs to meet more often or longer meeting times. Chris Vonder Haar suggested meeting more often. Kristen Salmonson suggested maybe meeting for half a day with a meal rather than trying to schedule more meetings.

Wendy Samuels brought up the fact that there is some disagreements among criterions on what the committees are suppose to be doing with the data that is collected. It was agreed upon that the following is an outline of the criterion duties.

- Find the data
- Collect the data
- Interpret the data
- Write a rough draft about the data

Ron McKean and Chris Vonder Haar drafted a step-by-step process for their criterion to follow in data collection process. Please see an attached copy of that chart.

Chris Vonder Haar asks, "At what point does a committee bring up their evidence and questions to a major group on campus?"

Robbie suggested publishing criterion work to the FSU community to give them an opportunity to respond and give feedback.

Where does data get stored? Give hard copy evidence to Maureen Milzarski to scan into computer. If there is too much to be scanned, as a last resort, Maureen can inventory the evidence and it can be stored in the FLITE room with some sort of indexing system available.

MyFSU? There is not much there. Not getting looked at. Maybe set up a shared drive for all committee members. Not user friendly. (Google Docs? Wiki Docs?, not a good place to store documents because they can be changed) Maybe set a Ferris Connect Course for committee members to store data. There will be more discussion on this subject at the November meeting.

Kitty passed out some suggested survey questions. The timeline for survey is as follows:

- October 31 deadline for questions
- November meeting Data Committee will submit draft of survey questions
- December, Data Committee prepares campus-wide surveys for distribution
- January, distributes, collects and tallies campus-wide surveys

In mid-January, the Steering Committee will begin bringing in each criterion individually to see where they are in the assessment process.

Next Meeting

The next Steering Committee meeting will be held on November 18 from 3:30 p.m. – 5:30 p.m. in FLITE 133.

Respectfully submitted by,

Andresa Maciejewski