

HLC Steering Committee Minutes
26 April 2005

- Dr. Guy Farish chaired the Committee Meeting
- Minutes for 19 April 2005 Meeting were approved
- Steering Committee Leadership
 - Dr. Svaldi reviewed the leadership approach for the Accreditation activity:
 - Dr. Farish will be Director for the Self Study Activity
 - Mr. Nicholson will be the Project Manager for the overall Accreditation effort
- Role of the Steering Committee
 - A general discussion ensued regarding the role of the Steering Committee
 - Dr. Medina recommended preparing an Organizational Chart for the Accreditation/Self-Study effort as a means to help define roles
 - Dr. Carol Guerrero-Murphy distributed HLC literature which addressed composition and role of a Steering Committee
 - It was generally believed that the Steering Committee should set overarching standards and perform review and guidance function for the Criterion Committees
- Question Regarding Ability of Steering Committee and Criterion 2
 - Dr. Svaldi and Mr. Mansheim indicated that it was President Wueste's desire that the ASC Executive Team take responsibility for Criterion 2, since it involved establishing an ASC Vision, Strategic Plan, etc.
 - Dr. Crowther expressed a concern regarding the need to ensure adequate campus involvement/buy-in with these top-level documents
 - It was agreed that Steering Committee review and input was still required and that campus stakeholders must support the final products
 - It was further agreed that broader campus participation would be elicited in the Fall
- President's Involvement in the HLC Activities
 - This issue was addressed as part of the Criterion 2 answer
 - Dr. Svaldi did take the action to discuss the need to update the Trustees Policy Manual with Dr. Wueste
- Planning for the Offsite (11 May 1:00-5:00, SOB 218)
 - The top three offsite objectives, in priority order, were determined to be:
 - Accreditation Timelines
 - Organization/Project Structure
 - Steering Committee Role and Structure

- Other Discussion Items
 - Dr. Svaldi will send a letter to Faculty, prior to the end of the Semester end, emphasizing that good assessment practices need to be ongoing and the importance of aligning Department and Program Syllabi with the Institutional Syllabi before next Fall
 - Dr. Medina recommended scheduling a Fall Campus Meeting dedicated to Assessment as the kickoff to a major PR campaign
 - There will be a Steering Committee Meeting on 3 May