

SUMMARY  
HLC Self-Study Steering Committee  
October 31<sup>st</sup>, 2005—4-5pm—Student Union Building, Room 315

Present: Drs. Guy Farish, Barbara Medina, Deborah Blake, Frank Novotny, Stuart Hilwig, Edward Crowther, and Sandra Starnaman. Ms. Di Machado, Mr. Mike Nicholson, Mr. Bill Mansheim, Ms. Julie Waechter, Ms. Barbara Friese, Mr. Kenneth Marquez, and Mr. Paul Tigan.

- I. Welcome and Costume Contest
- II. Strategic Plan
  - a. Official Publications Web Page Ready: [www.adams.edu/pubs](http://www.adams.edu/pubs)
  - b. Current Status of Campus Feedback
    - i. We have a low response rate—how can increase it?
    - ii. Choose 30 people who we know will (or we will require to) respond?
      1. Would that method be representative?
  - c. **Send Comments on the Strategic Plan to Guy Farish.**
    - i. **Every Committee member will find one other person to read the plan and send response to Guy Farish.**
- III. Self-Study Drafts
  - a. Criteria One and Two
    - i. The first Criterion One draft is nearly complete
    - ii. Writing Committee will review draft of Criterion One and return it to the committee.
  - b. Introduction
    - i. 90% of introduction complete
    - ii. Draft finished in January, revisit in May after other criterion drafts are complete
  - c. When should the Steering Committee review the documents?
    - i. Sub committee→Writing Committee→Sub-Committee→Writing→Steering?
    - ii. What about avoiding redundancy?
      1. Steering Committee feels that current system should allow proper channels of communication.
  - d. When does Joe Kolupke review the draft?
    - i. Is he looking at the whole thing, the finished project? Piecemeal?
    - ii. Guy Farish will contact Joe regarding this point.
  - e. New Assignments?
    - i. The self-study prospectus has a few holes left to fill, most noticeably by Trustees of the college
    - ii. The committee agreed that sub-committees could recruit new members in order to get new blood in the process.
- IV. Surveys, Survey Questions, Survey Methodology
  - a. Who plans on doing them?
    - i. The campus, generally (one goes to HLC, one comes back to us)
    - ii. Criterion III has two surveys
    - iii. Criterion IV has one survey
    - iv. Criterion V has one survey
  - b. Who is being surveyed?

- i. “All constituencies”
    - ii. On and off-campus
    - iii. Alumni
  - c. **Survey Update at Next Steering Committee Meeting**
    - i. **Bring copies of the Surveys that have been sent**
      - 1. **Include who they were sent to**
    - ii. **Bring plans for future surveys**
  - d. What other surveys are conducted on a regular/irregular basis?
    - i. State Tuition & Fees
    - ii. Dick Jacobsen’s Class
    - iii. Sodexho
- V. Other Issues
  - a. Mary Walsh is putting together the coding system for the document room at the Library.
  - b. Diversity Statement, Diversity Plan, and related topics
    - i. How should we address the gap in the governing documents relating to diversity?
      - 1. How do we interpret the plan that was drafted in 1997?
      - 2. Has there really been no movement, no development since the last accreditation visit?
      - 3. What bearing does the Diversity statement in the Trustee Policy Manual have on this?
      - 4. How does it relate to being classified as a Hispanic Serving Institution?
    - ii. What is the status of the Trustee Policy Manual?
      - 1. The current manual is technically sufficient but admittedly out of date.
      - 2. Trustees committed to reviewing it and revising it in the near future.
- VI. Adjournment
- VII. Next Meeting—November 21<sup>st</sup>, 2005—4-5pm, SUB 315