

**Higher Learning Commission
Steering Committee Minutes
March 2, 2010**

Members Present: Bahr, Turner, Collins Jenlink, Catron, Chanslor, Albin, Paulissen, Giese, Boren, Scott, Wilds, Deason-Toyne, Ziehr, Jackson, and Reese

The meeting was called to order at 2:00 PM. by Dr. Reese. Dr. Jackson announced new members to the committee and Dr. Reese announced that the HLC Website was up and available.

Each team leader was asked to report on progress to date and identify any needs or problems. Issues addressed were:

- The degree of overlap among the charges for each team. Dr. Bahr clarified that the teams should focus on their primary components and address others if their perspective added additional information. In addition, additional meetings among the team chairs were planned to address overlap, concerns and problems and will be called by Dr. Reese.
- The need to identify the overall formatting and form for the document.
- The team leaders needed feedback from preliminary reports. Dr. Jackson assured them that feedback would be forthcoming very soon.
- The need for a centralized data base for the warehousing of resources to be used as evidence. Dr. Bahr referred to the digital resource room on the HLC website and announced that data would be stored there. Dr. Reese also announced that her office would be open shortly and “hard” copies of the data would be available at that location.

The committee set June 1 as the deadline for the next HLC progress report deadline.

Dr. Jackson announced NSU’s intention to become a member of the HLC Assessment Academy. He also gave an overview of how membership in the academy would benefit NSU.

The meeting was adjourned at 3:00 PM.

June 14, 2011

3:00PM – 3:35PM

HLC Steering Committee Meeting

1. Dr. Reese announced Dr. Wilds is replacing her on the Tri-Chairs committee.
2. Dr. Wilds congratulated Dr. Reese on her new position in the College of Business & Technology as Associate Dean, and also gave her many thanks for all she has done with the HLC document. He also thanked all the contributors and their commitments to the good content of the document draft.
3. We still need **more evidence** for all criteria.
4. Revisions for C3, C4, and C5 will be done on-line through the “M” drive.
To access the “M Drive” - go to the icon “my computer”-click on my computer, look for the HLC folder, then chairs, then the criterion.
If someone is editing a document, you will only be able to access the “read only” file. Once the person doing the editing closes the document, you can merge your read only document with the original.
5. Dr. Wilds, Monique Idoux, and other select individuals will be editing all criteria.
6. Deadline for 1st edit – July 4
7. Entire document (after editing) to be reviewed by Chairs July 4 – 24
8. Recommended changes to be made by Chairs – Aug 1 – Aug 15
9. Complete document sent to Cabinet - Aug 25
10. 3rd Edit after input from chairs to be sent to Council - Sept 4th
11. Repository/Resource room – electronic format to be created Aug 6-15
12. **SEPT. 30TH – DOCUMENT SENT TO KINDERS**
13. Dr. Wilds will be creating a “Think Tank” of experts to review the final document prior to submission to Mr. Kinders.
14. **Next physical meeting June 28 -- 3-5PM**

HLC Steering Committee Minutes - June 28, 2011

by

Janine Price

Members Present: Dr. Mike Wilds, Dr. Janet Bahr, Dr. Tom Jackson, Cari Keller, Dr. Mike Chanslor, Dr. Denise Daros-Voseles, Dr. Kathy Reese, Dr. Mark Kinders, Dr. Chuck Ziehr, Dr. Mark Giese, Dr. Mark Paulissen and Janine Price

1. Dr. Wilds thanked the Steering Committee for all their help & the number of good comments that he read on Criterion 3. Thanks for quickly responding to the “hot potato” e-mail.
2. The “M” drive works extremely well.

Some Pointers: Only the first person accessing the document can make “live” changes. However, if you are the second person, you can open a “read only” file and make changes. Once the first person closed that document, the “read only” fill will automatically add any changes you have made *unless you are working offline (i.e., downloaded to your hard drive).*

3. What happens if I open the document and it has a lot of strike throughs and underlines? You can eliminate such by going to Review, then Final at the top of the document. This will reveal only the document without any comments or changes.

Should you want to see comments only, go to Review, then Show Markup. Then, you can delete the Ink, insertions and deletions, and formatting fields to leave only the final document plus the comments. For me, this is the easiest to read.

4. Comments: Please use the Review, New Comment icon to make any comments. Avoid making changes to the original document. If you are making a new comment, please help by adding a few words of what we should say (i.e., We offer 59 ways to travel to NSU. Then, add a URL for a web site that reflects the 59 different routes). With only 70 remaining days, we do not have much time to look for additional information.

5. Timeline

8/19 Next Chair meeting will be August 19th, 2:00-4:00 p.m. July meetings are cancelled.

8/17 Mike will meet with V.P. Kinders’ staff to listen to listen to their recommendations as to desktop publishing and web upload.

9/1-15 Suzanne Hagan (River Falls) will be reviewing document for flow, organization, and overall perfection of the document. She was on the River Falls HLC committee and was a HLC reviewer.