

HLC Steering Committee
Summary—Feb 1, 2006—SUB 302
4-5pm

Present: Drs. Guy Farish, Ed Crowther, and Frank Novotny. Mr. Mike Nicholson, Ms. Di Machado, Ms. Julie Waechter, and Mr. Paul Tigan.

- I. Announcements
 - A. Surveys
 - i. Criterion Five Survey is going great, 50 responses in a half-hour—179 responses out of 442 in 24 hours.
 - ii. Criterion One survey will be out tomorrow or Friday.
- II. The Document Room
 - A. Is it public?
 - i. It would be good to know who has been in and out of the room
 - ii. Keep track how much it is used.
 1. Community member usage?
 - iii. Private information?
 1. Are there documents that need to be kept private?
 2. Personnel, grant applications
 - B. The Room will be made fully public, encourage people to sign-in to track community usage.
- III. The Public & Accreditation
 - A. How are we reaching students and community members? (esp. mission docs)
 - i. Kiwanis, Rotary, Optimist, Chamber of Commerce.
 1. Contact on-campus members to encourage them to get ASC representatives invited to speak at lunch meetings, etc.
 2. Recruit community participation & interest.
 - ii. Do we have to wait until the documents are finished to share them?
 1. Not particularly—we can introduce the ideas of the criteria before the drafts are finished.
 2. How do we include these outreach efforts in the draft?
 - iii. Constituencies outside the Valley?
 1. Contacting Elks and other organizations inside other communities (Lamar, Pueblo, etc.)
 - a. Grant receivers in Lamar (ECHO Teachers)
 - b. BOCES organizations in other rural communities.
 - B. Truncated/Revised Survey for Off-Campus constituents
 - i. Select audiences to receive surveys
 1. Break down into groups that are served in a specific way
 - a. Alumni
 - b. School Administrators/BOCES
 - c. Chambers of Commerce
 - d. Graduate Cohorts through WebCT
 - i. Mark Manzanares
 - ii. Again, use on-campus members to get air time at meetings.
 1. Can you get Valley members to contact groups outside the Valley
 - a. Pueblo
 - iii. Edit survey to fit audience that has been chosen.
 - iv. Build game plan for outside survey actions
 - C. Where they Exist in Publication

- i. The Catalog
 - ii. The A-Stater
 - iii. Recruiting Information
 - iv. Other ideas?
 - D. Criterion I calls for these to be widely available and publicized. Orientations, Fact Book, in Buildings, etc.
- IV. Criterion I Draft
 - A. Ia.
 - i. Data from Mission, etc. Survey
 - 1. See above
 - ii. Faculty Development Statistics
 - 1. Where are they?
 - 2. Teri McCartney and Criterion IV collected the data
 - B. 1b. –Goals Six
 - i. The goals and strategies are tied to what are in the mission documents
 - ii. Goal Six—Improve organizational effectiveness—there isn’t much *there* there in the strategic plan.
 - C. First Year Support Initiatives
 - i. Residency piece gone.
 - ii. First Year Seminar—misidentified as being around—
 - 1. Mike and Guy will work on telling this story effectively
 - a. Searching for data that shows that FYS wasn’t as effective as ENG 101 as an indicator for success for incoming students.
 - 2. Evaluation, budget concern, reasons for changes...
 - 3. Opportunity to tell the story that shows the honest growth of the institution.
 - iii. Handbook Revisions
 - 1. Though many of the handbooks are in the process of being changed, Colorado state statute says that our current handbooks are valid until new ones are adopted.
 - iv. First generation Statistics?
 - 1. Where are they?
 - 2. Mike Garcia may have the best idea of what an estimate is.
 - a. “This is a piece that we are trying to determine.”
 - v. Small Business Support Center?
 - 1. “Working with the School of Business...”
 - vi. Teacher Ed Documents
 - 1. Have Dr. Valerio check with the list of endorsements.
 - D. Section 1C—Make the budgetary feedback loop understandable with real-world example
 - E. Section 1D—The Trustee Policy Manual
 - i. Ed’s comment about the current versus proposed document.
 - ii. Work with what we have and wait until we hear what the revisions look like when the manual is finished.
 - F. Section 1E
 - i. What about financial improprieties in the past?
 - ii. How do we address those?
- V. Org. Charts & Standing Committees

- A. Do we add information about the leaders of the campus—reemphasize well-qualified nature of college leaders?
- B. Classified Employees Council makes recommendations to the President.

VI. Adjournment.