

SUMMARY  
HLC Self-Study Steering Committee  
April 19, 2005—3-4pm—President’s Conference Room

Present: Drs. David Svaldi, Guy Farish, Teri McCartney, Frank Sanchez, Ed Crowther, Carol Guerrero-Murphy, Barbara Medina, and Georgia Grantham. Mr. Mike Nicholson, Mr. Bill Mansheim, Ms. Barb Friese, Mrs. Dianne Machado, and Mr. Paul Tigan

The meeting began at approximately 3:00pm. No previous minutes/summaries we reviewed or approved.

- I. Mission Statement and Goals.
  - a. The committee reviewed the final proposal of the mission statement as submitted by the sub-committee.
    - i. Following one grammatical change (number), the following mission statement was adopted by the group on a unanimous voice vote:
      1. “Adams State College dedicates its resources to provide opportunity and access for all students. As an innovative leader, the college is a catalyst for the educational, cultural, and economic interests of rural Colorado, the surrounding region, and the global community.”
  - b. The committee reviewed the final proposal of the institutional goals as submitted by the sub-committee.
    - i. Last and final issues addressed:
      1. Use of the word “value” with respect to our unique and diverse cultural heritage
      2. Order of the 1<sup>st</sup> and 2<sup>nd</sup> points on the list—should they be switched?
    - ii. After brief discussion, the committee agreed to adopt the goals as submitted.
      - Promote academic excellence
      - Cultivate a high-quality, student-centered environment
      - Provide educational access and opportunity for success
      - Value our unique and diverse cultural heritage
      - Stimulate economic development in the San Luis Valley
      - Continuously improve organizational effectiveness
      - Build financial sustainability
  - c. **ACTION: The Mission Statement and Goals will be published to the HLC website and announced on the portal by Paul Tigan.**
  - d. What is our Focus?
    - i. There was a concern raised about the number of the goals and the ability of the college to remain focused over the coming years
      1. What could be omitted from the list?
      2. How much are they competing against each other for resources?
      3. Which are most likely to come under review?
    - ii. It will be the job of the self-study to answer these questions, through our previous demonstrable actions and our future planning.
  - e. What other documents do we need?

- i. Criterion I Sub-Committee is currently in the process of gathering and collating the organizing (founding, structural, etc.) documents of Adams State College.
  - 1. What do they need to find and document?
    - a. Vision Statement—who will write it?
      - i. It was suggested that the Steering Committee, which also serves as the sub-committee for Criterion II (preparing for the Future), should be formulating the Vision Statement.
    - b. Performance Contract
    - c. Trustee Handbook—currently being re-written
      - i. What goals are they setting at their annual meeting? Who should be aware of them?
  - 2. **ACTION: The responsibility for drafting a Vision Statement will be decided at the next Steering Committee meeting.**

## II. HLC Conference Overview

- a. The members of the Steering Committee who attended the HLC Conference presented a brief overview of their common findings (please refer to attached document).
  - i. “Agreed to adopt Mission Statement and Institutional Goals” completed as noted above.
  - ii. Identified need for wide public relations effort on campus and in wider community.
    - 1. Not just public relations, but positive, forward-thinking public relations.
  - iii. Steering Committee Structure
    - 1. One of the largest concerns was how the organizational structure of the Accreditation process (Steering Committee included) would drive the campus towards the final outcome
      - a. Many analogies presented to give some sense of what people at the HLC Meeting were recommending (i.e. sports team structure: owner, general manager, coach)
      - b. The general concern was to make sure a person who had the time, energy, and organizational ability necessary to complete the process was the visible leader.
        - i. No college had a Chief Academic Officer (Provost) in this position.
        - ii. Most recommended that the right “person” be chosen, and not to base the decision on the “position.”
    - 2. **ACTION: Dr. Svaldi will review recommendations and propose leadership recommendations at the next Steering Committee meeting.**
  - iv. Suggested the strategy of mapping the organizational documents (mission, performance contract, strategic plan) in order to bring them in together and draw clear relationships between them.
  - v. Suggested as a strategy to examine prior accreditation report as part of current self-study
    - 1. The responsibility to do so will fall mainly on the writing committee.
  - vi. Addressed the need for a more specific and detailed timeline of the accreditation and self-study project

1. A strong a detailed timeline will keep the campus and community informed about what needs to happen when, and what roles people will play in the individual steps.

vii. **ACTION: There will be an “off-site” Steering Committee meeting held Wednesday, May 11<sup>th</sup>, from 1-5pm. Location TBA.**

1. The agenda will be formulated by Svaldi, Nicholson, Mansheim, and Farish, and will include (but is not limited to) the following issues:
  - a. PR Effort
  - b. Mapping organizational documents
  - c. The Detailed Timeline

viii. Each team member was asked to sum up their findings, discoveries, and good ideas from the conference and present them to the group.

1. This was cut short due to time limitations.
2. **ACTION: Please send your findings to Paul (if electronic) and he will compile them for future reference.**

III. Next Steering Committee Meeting, April 26<sup>th</sup>, 3-4pm