

Criterion 4 Meeting Minutes 01.10.18

Committee Members Present: Dr. Colleen Greer, Dr. Nancy Hall, Dr. Kate Larson, Dr. Jessica LeTexier

Structure decisions

- One standing minutes person? Rotate minutes' responsibility?
 - Jessica LeTexier volunteered to take minutes for the meetings. She may be taking over a course that will meet 1-3p on Wednesday, so may need an alternative. Kate Larson volunteered to be the
- Standing agenda items
 - Suggestions: Where are we at in relationship to collecting data?
 - Where will this information be housed?
 - There will be a website developed, which may or may not be available
 - They have asked us to publish our agenda, our minutes in one location (which still needs to be identified)
 - Update/Review timeline of our activity
- How often will steering committee meet?
 - Unsure at this time
- Will meeting with other standards help us not to cover the same content
 - Communicating with them regarding what documents or evidence we've already obtained would be beneficial (Standard 3: Andy Hafs/Jim Barta co-chairs)

Review remaining parts of the criteria (IV: B3 and beyond)

- 4B3: Assessment process in the annual report reflecting changes in response to the data. Taskstream,
 - Quality Initiative (Dean Greer going to see where it's located)
 - How to report out information (updates sporadically)
 - Gardner is part of the quality initiative through the HLC Academy
 - Gardner: Gateway courses have been administering an assessment of student learning $\frac{3}{4}$ of the way through a semester and following-up in future years.— may have a dual purpose
 - BSU partnered with the Gardner Institute student success and retention in typical first-year, high enrollment courses. Steering committee has identified high-enrollment, first-year courses that have higher DFW rates, there are course committees developed to make changes: 2 Biology courses, Geography, History, Accounting 1101
 - Each course committee is reviewing the assessment, and then making changes to the courses as needed within Gateways to Completion
 - We have:
 - NSSE data (used to start beaver coaching, and then evaluation of beaver coaching) will be looking for how we are "closing the loop"
 - Departmental use of assessment data: Taskstream?
 - Assessment Committee needs to have 2 meetings a semester (Dean Greer is part of the committee). Committee is responsible for reviewing the assessment progress of programs on campus. Are they evaluating

- every 5 years? Are they uploading to Taskstream? How effectively are they evaluating program outcomes?
 - What are the overall degree requirements for the university and what Minnesota State requires, then within every self-study document, each department SHOULD have up in taskstream their overall degree requirements (sometimes we can reference the catalogue—which *should* be up-to-date).
 - Noel Levitz Student Satisfaction findings: Doug Olney administers this...
 - Faculty senate bylaws (BSUFA talks about how changes go through faculty)
- 4B-4: Needs the Assessment Committee to meet twice a semester (Dean Greer is part of this committee)
 - Need a policy on what the assessment process is
 - Presented at the Assessment Academy: Dean Greer, Doug, and Deb
 - Academic Grading Policies
 - CCTSC
 - Rubrics that go out for liberal education courses
 - We have “major” assessment practices (should be in Taskstream) Does every department and major have a curriculum map? Where the concept is introduced, where it’s assessed and where it’s evaluated and revised). Hopeful people are also writing to their curriculum map. Assessing aggregate outcomes vs individual. Examples to demonstrate how it is done
 - Student learning also occurs through extracurricular and organizational bodies, potentially have not been evaluating or assessing the items needed. There are examples from other institutions. The Student Affairs side needs to be reviewed or evaluated
 - Mental Health Awareness Panel or Honors Lecture, is there a way to measure what they’ve learned?
 - How does the writing center, math tutor, student success center, or career services (as a few examples) evaluate their outcomes?
 - Some sort of “student activity transcript” that was presented a few years ago. Jodi Monarson (sp?) was head of Residential Life (Randy Ludeman is now in the position). There is a lot of learning on our campus
- 4.C.1 and 2
 - What are our goals, what have our goals historically been?
 - Enrollment management committee (Michelle Frenzel).
 - Retention if they come back after first year
 - Persistence: how they persist over time
 - Completion: Graduation
 - Doug Olney has this information
 - Interested in institution as a whole, they are asking institution-level questions.
 - Advising Success center
 - How many use EARS
 - How many use Starfish
 - Are we keeping track of whether it matters?
 - Suspension and probation trends
 - Michelle Frenzel, Doug, and records office
 - Do Departments have action plans related to addressing retention, persistence, and graduation
 - Is there a benchmark that is set? Action plan that needs to occur if below the mark?

- 4C-3:
 - Gardner is a good example
 - Pre-orientation online: BSU 101
 - Goal is for students to envision themselves on our campus, first go-round was Spring 2017, will evaluate if it made a difference
 - Strategic Planning committee looks at are you tying everything together? Can you tie together the enrollment management plan with your assessment practices with your resources with the mission of the institution
 - AI Grant is an example of responding to the persistence and success to AI population...potentially AIRC work as well.
 - There is work across campus on the recruitment, retention, and success of AI students.
- 4C-4
 - Integrated Post-Education Data System (IPEDS in-place)
 - All the data Doug collects goes into a database which compares us to other colleges
 - BSU IPEDS Data Feedback Report for 2016 National Center for Education Statistics (searchable on our BSU website)
 - <https://www.bemidjistate.edu/.../Students-IPEDS-Feedback-2016.pdf>
 - Where did the analysis happen? Doug will put
 - Will minutes be needed to reflect the analysis of data? How do you evidence that you've analyzed it?
 - Minutes from the Enrollment Management Team or the Cabinet (Michelle Frenzel typically reports on the retention and persistence information)
 - Question: Did each department get asked to develop their retention goals?
 - Student advising procedures and policies: Advising Success
 - Does CEL have some for online programs
 - Do we need to speak specifically to online programming? Yes.
 - **Today's Group Proposes:** Start with Criterion 4B, plot criteria on the calendar.
 - 1/31: 4.B-1
 - 2/14: 4.B-2
 - 2/28: 4.B-3
 - 3/7 & 3/21: 4.B-4
 - 4/4: 4.A 1-3
 - 4/25: 4.A 4-6
 - Our committee will have access to Taskstream

Next agenda items:

- Review and potentially approve proposed timeline
- SAAC is 4/4, should we change meeting times?
- Will anyone outside of co-chairs attend HLC in Chicago April 6th-10th.
- Review resources together
 - Institutional Research site
 - Taskstream

- BSU's HLC site with prior evidence
- Use of OneDrive to share documents, resources, and data
- Reporting any data we've found on 4.B-1