HLC Criterion 4

1/31/18 12:30-2

Members present: Colleen Greer, Sue Rickers, Kate Larson, Nancy Hall, Jessica LeTexier, Randy Westhoff

Agenda Items

1) Review of minutes 1/10/18
    a. Move to approve: Kate Larson second: Colleen Greer
    b. Approved
2) Review and potentially approve proposed timeline
    a. Is it a good format, is the order ok?
    b. Intention was to assess Criterion 4B first, 4B is the criterion is the one people have the most trouble with. If this is the case, we would want to address concerns early
    c. Address 4B and 4A for Spring 2018, 4C and 4D Fall 2018
    d. Proposed timeline approved
3) SAAC is 4/4, should we change meeting times?
    a. April 4th meeting moved to April 16th from 12:30-2p, Nancy Hall will also be absent on 3/7, meeting will occur.
4) Will anyone outside of co-chairs attend HLC in Chicago April 6th-10th
    a. Co-chairs will attend and report back
5) Review of resources together
    a. Institutional Research Site
        i. https://reports.bemidjistate.edu (log in to myBSU, click name in upper left corner, and scroll down to "data and reports"
        ii. "Power bi" will be on next meeting's agenda
        iii. Institutional Research and Effectiveness site holds a lot of data
        iv. NSSE (Institutional Research & Effectiveness—>websites reports and presentations→NSSE)
        v. Doug Olney reported on the CCTSC was reported on in 2015, he will forward the most recent data to us in the next week
        vi. Deb Peterson and Marcia Driscoll compared Honors students with general Liberal education students—will want those results
    b. Taskstream
        i. Login to D2L Brightspace, scroll half-way down the page to find a link to Taskstream Accessibility on the right-hand side
        ii. Does each program have a plan, is there a plan to assess each, what happens when outcomes are met? All available within the 5 year plan. Randy will provide a summary of where programs are with their respective plans.
        iii. Each department is mapped to the dimensions of student learning outcomes, curriculum map with courses and outcomes listed on the same table
        iv. Narrative should include a chart
        v. All colleges will be asked to make sure all curriculum maps are current in taskstream as well as the assessment process

      vi.   Analyze where we are all at, if programs haven't closed the loop we need to identify those and discuss ways to make change

      vii.   Evidence: when was the last program review for each program, looking at last five year and next five years to demonstrate? Identify a few programs to have publish their reports to share with the reviewer or print a few examples

      viii.   Assessment summary will house examples to inform how to close the loop

      ix.   Guidelines: Five year academic program assessment, planning and review cycle document, Randy has a three page version he shares with programs as they are developing new five year plans

   c.   BSU's HLC site with prior evidence

6) Difficulty in finding data (Colleen)

   a.   Committee needs access to review CCTST information to evaluate, Liberal Education reports (Season Ellison)

   b.   Make sure we have the Liberal Education information as well as the co-curricular information. What do we have?

   c.   Liberal Education catalog: https://www.bemidjistate.edu/academics/liberal-education/requirements/

   d.   Liberal Education Committee, what does the process for including courses look like?

7) Use of OneDrive to share documents, resources, and data

8) Reporting any data we have found on 4.B-1