

## HLC Criterion 3 Team Meeting Minutes – March 7, 2018

Wednesday from 9 – 10:00 AM in Sattgast 314.

**Members Present:** Andy Hafs - Chair, Jim Barta - Co – Chair, Michael Urban, Tammy Bobrowsky, Zachary Johnson, Debbie Guelda

- Review and approve minutes of previous meeting  
Approved with no changes.
- Review and discuss 3.A (Mike Urban)\*  
Mike Urban is making excellent progress on his section and has put in several data requests. He will continue to work on indentifying programs that specifically designed to to allow certification through national organizations.
- Review and discuss 3.D.3 (Zachary Johnson)\*\*  
Zachary Johnson is making good progress on this section. Committee discussed potential to focus section on recent changes to AAR process. Specifically, why they were made and how they have helped.
- Team members provide updates  
  
No major issues or topics were discussed.
- Other?

**The OneDrive group will be unavailable from 8 March 2018 until after Spring Break. Andy Hafs will back up all files to make sure none of our data or work is lost. Feel free to back up important documents as well on your own. Durring this duration all work must be saved on you own computers. Jim Barta will contact the group once our OneDrive group is back up and running again. At that time you should update the uploaded documents to capture the work you have done during this interval.**

**Tammy Bobrowsky and Leslie Darmofal** will update the committee on their status at our next meeting.

**Next meeting scheduled for March 21<sup>th</sup>, 2018**

\*3.A. **(Michael Urban)** The institution's degree programs are appropriate to higher education.

1. Courses and programs are current and require levels of performance by students appropriate to the degree or certificate awarded.

- **Summary of degrees offered, how many certificates**
  - **Details of basic requirements for each type of degree offered**
  - **Link to undergraduate degrees/majors:** <https://www.bemidjistate.edu/academics/undergraduate/majors-minors/>
  - **Link to graduate degrees** <https://www.bemidjistate.edu/admissions/graduate/programs/>
- **Link to complete up to date catalog (2017-18):** <https://www.bemidjistate.edu/academics/catalog/>
- **Link to online/distance programs/degrees:** <https://www.bemidjistate.edu/academics/distance/online-degrees/>
  - Fastrack: <https://www.bemidjistate.edu/academics/departments/professional-education/fastrack/>
- **Course/majors/program offered compared to sister campuses –**
  - **% offered elsewhere, justify those that are not based on employment stats or geography**
- **Identify majors/programs that meet national certification standards of professional organizations [Department level...]**

**BSU offers undergraduate BA, BAS, BS degrees...graduate MA, MAT, MBA, MS, MSpEd degrees. Certificates in...**

**Majors/programs that meet national certification standards include: ...**

2. The institution articulates and differentiates learning [goals](#) for its undergraduate, graduate, post-baccalaureate, post-graduate, and certificate programs.

- **Identify the percent compliance with this requirement.**
  - **Track percent compliance through time and compare to sister institutions**

3. The institution's program quality and learning [goals](#) are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as [dual credit](#), through contractual or consortial arrangements, or any other modality).

- **Identify the percent compliance with this requirement**
  - **Track percent complian**

\*\*3D.3. (Zach Johnson) The institution provides academic advising suited to its programs and the needs of its students

BSU uses a range of academic advising models and practices to meet the needs of its students. Academic advising is primarily handled by faculty who serve as academic advisors to students who have decided on their major. However, BSU has Student Success Advisors, which are staff in the Advising Success Center, that serve as academic advisors for students still deciding on their major to provide additional assistance in the students' decision-making process. BSU also has a TRIO/Student Support Service office which provides academic advising for students participating in the TRIO/Student Support Services program, providing additional assistance to our students who are first-generation, low income and/or have a learning disability. BSU requires students meet with their academic advisor prior to the enrollment each semester. This is accomplished by the use of a registration access code. The table below shows the average load of advisees per department.

Prior to students first term at BSU, students participate in an Academic Advising and Registration (AAR) program on campus where student visit with a faculty advisor from the area of their chosen major. If they are undecided they work with an advisor from the Advising Success Center and if they are participating in TRIO/SSS the work with a faculty advisor from that program. On average 25 faculty advisors, presenting the various academic department, are available at each program to advise. A total of eight programs are available for fall term enrollment and one program for spring term enrollment. The capacity of each program is 130 students for a ratio of five students to each faculty advisor. The main focus for each program being students are properly enrolled in courses for their first semester at BSU.