Minutes

HLC Criterion 3 Team Meeting

Wednesday, March 21 from 9 – 10:00 AM in Sattgast 314.

Present: Andy Hafs - Chair, Jim Barta - Co – Chair, Michael Urban, Tammy Bobrowsky, Leslie Darmofal, Debbie Guelda, Corey Stockman

Not Present: Zachary Johnson (emailed)

The items of business included:

Jim Barta invited everybody back into OneDrive. Marty was granted access during the meeting (and gained entry). Jim will also add Randy. Andy created a folder for 3A. Jim will create 3B, 3C, etc. Need to move files into appropriate folders.

Marty Wolf visited. Suggested *BSU Insider* has faculty accomplishments that we could use as a source of faculty data. Do not need to make the claim that every faculty member is publishing in peer-reviewed journals. Make the claim that faculty are engaged in research, it is part of the IFO contract. Point to some examples: conferences, performances. Broad/general statements about what faculty are doing. Save data in folders in OneDrive and then Marty and team will transfer necessary information to HLC. [Not sure yet the file type needed: PDF, spreadsheet, etc. For now, tables fine. Consistency on naming system. Committees should have tasks completed by early Fall semester (ideally this spring); Randy/Marty will review during summer and make requests as necessary for other information. Not to worry about specific language we write; it is fine to use bullet points. Communicate salient points of the work.]

Updates: Leslie and Tammy.

3.B.5 - Leslie has started writing. Highlighted in yellow areas of active pursuit. Question: where do I go to find publications? Put in brackets who would likely be best people to ask about certain items; areas for where to get more information. For faculty: we do not have a database for faculty accomplishments. Perhaps we need one? Andy suggested "Research Gate" (for those in it).

Debbie indicated Randy said general statements about expectations with a link would be appropriate. CVs have been requested by university. What do we use to define publications (i.e., peer-reviewed, etc.)?

Jim mentioned 'Digital Measures' as a mechanism to update vita electronically.

3.D.5 - Tammy asked about whether specific number of requests at library are needed. [Marty said to include, if easy.] Put in data request for information about courses in LibEd (Area 2). [Debbie asked about Student Achievement Conference and undergraduate research.] Capstone projects; research methods courses. Theses courses (or equivalent). Nursing has a course

specifically about using library resources (Leslie). BSU 101, as a tutorial; required of all incoming freshmen (Debbie); one part deals with library resources.

3.E – Tammy and Corey working on co-curricular piece. Students need to be the ones who update community events website. SAFAC could be mentioned too (Andy). "Potty Periodicals" from Career Services. BSU Mission and four bullet items would be useful framework for structuring Part 2 (Tammy). Marty thinks it would be important to speak to each of those four: academic side and students activities side (i.e., co-curricular). Leadership minor/certificate would be an example (Marty). Origination of new Office of Diversity (Jim) fits in.

Other updates:

-Mike submitted two data requests (3.A.2 and 3.A.3). Waiting to hear back.

-Jim made data requests, but has not yet heard back.

Data request process (Marty): Marty and Randy receive email about the data requests immediately. They deal with them weekly; most requests go to Doug or Randy to handle. Once they have data, they get them to faculty requesting. Faculty should get an email back. Some may take weeks to a month to handle. Marty can send a message to requestor to let them know the request is being processed (and approximate timeline provided).

Next meeting: April 11 (and then April 18, May 2)

Minutes completed by Michael Urban