HLC Workgroup
Minutes
September 24, 2012
MHBR

Members Present: Elaine Bernstorf (Fine Arts), Darren Defrain (LAS), Tiffany Franks (OPA), Donald Gilstrap (Library), Walter Horn, (Engineering), Jen-Chi Cheng (Business) Joseph Mau (Education), Rick Muma (AAR), David Wright (AAR)

1. QI Initiative
   a. Feedback was solicited on the initiative via WSU Today announcements, the Deans, Retention Council, University Assessment Committee, and each Senate. Very few responded to repeated requests. Nothing of substance was received and required any significant changes. The Faculty Senate endorsed the initiative on September 10, 2012.
   b. The Workgroup deemed the Initiative complete and directed Rick Muma to submit for HLC review and approval.
   c. The final step prior to submitting for review and approval will be to obtain President Bardo’s signature. After receiving the President’s signature, the plan is to submit to HLC on or about October 1, 2012.

2. Assurance Review
   a. The Workgroup agreed on a plan to begin the process of developing assurance arguments for reaccreditation. The Workgroup will spend the 2012-2013 academic year working on developing these arguments. For this purpose, the Workgroup approved the following:
      i. Consider HLC’s guiding values while developing the assurance arguments.
      ii. Document Assumed Practices prior to developing assurance arguments. Workgroup members volunteered to document compliance as outlined below (starting October 8, 2012):
         1. Integrity: ethical and responsible conduct (Defrain/Gilstrap)
         2. Teaching and Learning: quality, resources, and support (Wright/Franks)
         3. Teaching and Learning: evaluation and improvement (Mau/Bernstorf)
         4. Resources, Planning, and Institutional Effectiveness (Cheng/Horn)
      iii. After the item above is complete, members volunteered to work on assurance arguments for the criteria as outlined below:
         1. Criteria One (Manske/Muma)
2. Criteria Two (Defrain/Gilstrap)
3. Criteria Three (Wright/Franks)
4. Criteria Four (Bernstorf/Mau)
5. Criteria Five (Cheng/Horn)

iv. The Committee will utilize the 2006-2007 self-study as a means to determine past evidence used to meet accreditation criteria.
v. The Workgroup will identify campus experts that may have evidence satisfying Assumed Practices/Criteria. As those experts are identified, they will be invited to meet with the Workgroup and/or provide evidence needed.

3. **Data Collection Mechanism**
   a. David Wright proposed a data collection mechanism which includes establishing a secure shared drive for evidence. The drive will have folders that match evidence needed for Assumed Practices and each Criterion. He will give Workgroup members’ access prior to October 8, 2012.

4. **Next meeting**
   a. The Workgroup will meet every two weeks throughout the current academic year, starting on October 8, 2012.

Next HLC Site Visit
Fall 2016-Spring 2017