

## Brownfield, Kristi A

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**From:** Fouberg, Erin H (NSU)  
**Sent:** Friday, February 21, 2020 3:59 PM  
**To:** Bumpous, Debbi; Hagen, Joshua S; Russell, Robert; Schmidt, Sara; Brownfield, Kristi A; Haller, Elizabeth; Grettler, David; Lorenz, Britt M; Casanova, Jodi; Long, John A  
**Cc:** Wanous, Mike K; Mammenga, Brenda J  
**Subject:** HLC criterion committee chairs meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear HLC Co-Chair Colleagues,

Thank you for your willingness to serve as an HLC (Higher Learning Commission) criterion co-chair for our Year 4 Assurance Argument. Brenda Mammenga, Director of Institutional Research and Assessment, and I are holding a meeting for the criterion co-chairs on Tuesday, March 3 from 3:15-4:15 PM in Jewett Regional Science Center Room 233 (the conference room on the east end of the second floor).

Shortly after you receive this email, you will receive a calendar invite for our co-chair meeting.

Next, you will get an email sent only to you and your co-chair with our 2017 Assurance Argument and HLC's response attached. You can use those documents, as well as HLC's revised criterion, found at: [http://download.hlcommission.org/policy/updates/AdoptedCriteriaRevision\\_2019\\_INF.pdf](http://download.hlcommission.org/policy/updates/AdoptedCriteriaRevision_2019_INF.pdf) to start thinking about the HLC Year 4 Assurance Argument.

You do not need to prepare anything before our March 3 meeting. That meeting is meant to be a launching pad for your work as a co-chair. Brenda and I are preparing guidelines and systems to organize files and will share these at our March 3 meeting.

Later this afternoon, you will receive an email that is going out to the members of your committee asking them to serve on the criterion committee you are co-chairing. I contacted most but not all of the criterion committee members by phone already.

Thank you so much for your willingness to lead. We have so many positive movements on our campus right now from strategic action to applying for COPLAC membership to launching a student success center, that I have no doubt we have a great and compelling story to tell HLC, and I thank you for your part in both writing and telling Northern's story.

Best,  
Erin

The list of co-chairs includes 3 veteran co-chairs of criterion committees, marked with (V) and 7 new criterion co-chairs:

**Criterion 1: Mission**

Debbi Bumpous  
Josh Hagen

**Criterion 2: Integrity: Ethical and Responsible Conduct**

Robert Russell (V)  
Sara Schmidt

**Criterion 3: Teaching and Learning: Quality, Resources, and Support**

Elizabeth Haller

Kristi Brownfield

#### **Criterion 4: Teaching and Learning: Evaluation and Improvement**

Dave Grettler (V)

Britt Lorenz

#### **Criterion 5: Institutional Effectiveness, Resources, and Planning**

Jodi Casanova (V)

John Long

#### **HLC timeline for Criterion Committees:**

Tuesday, March 3, 2020

- 3:15-4:15 PM – Criterion co-chair meeting in Jewett Regional Science Center, Room 233 (conference room on east end of second floor)

Tuesday, March 17, 2020

- 3:15 - 4:30 PM Kick-off meeting for Criterion Committees in Jewett Regional Science Center, Room 133 (large classroom on west end of first floor)

March 2020 - October 2020:

- Criterion Committees develop arguments and identify evidence

November 1, 2020:

- Criterion Committees complete and turn in first draft

November 2020 – January 2021:

- AVPAA (HLC ALO), Director of Institutional Research, and Technical Writer/Editor compile & complete full drafts

February-March 2021

- Full drafts circulated for feedback
- All evidence and links checked
- Elaboration, clarification, and updating in collaboration with Criterion co-chairs will be an ongoing process

April-May 2021

- Technical Writer/Editor reviews draft and provides feedback
- AVPAA and Director of Institutional Research finalize Assurance Review

June 2021

- Final Report submitted

### **DR. ERIN H. FOUBERG**

*Associate Vice President for Academic Affairs and Director of Graduate Studies*

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