

HLC Leadership Team Meeting
September 27, 2017
1:00 p.m. – 3:00 p.m.
Minutes

1. Discussion: Review of Criterion drafts and Federal Compliance Documents
 - a. The team reviewed the Federal Compliance Documents and each of the five Criterion sharing comments and dialogue.
 - b. Some of the key points included how to organize the structure of the assurance argument there was differentiation with how the core-components were addressed (ordering/combining of topical areas/bullet points).
 - c. The individual criterion were becoming more complete; however there are still questions about how to leverage the information from the 2015 self-study and the relevance of some of the evidence documents previously used.
 - d. Jo will be beginning the work on building the body of evidence that will be used to support the criterion. There are evidence documents that exist as a function of the Institutional Effectiveness Office that can serve as key resource documents and sharing these will help support some of the writing efforts that we may need to expand upon.
 - e. We will continue to bring together the body of evidence for the Federal Compliance reporting as there are many required reports to include as evidence. The way that the HLC wants us to structure these evidence documents is very scripted and Jo and Thad can work together to ensure that we are compliant with these requirements.
 - f. We have two more scheduled review sessions (October and December) before the ‘best’ drafts for each of the criterion and federal compliance documents are due in the middle of December. The criterion drafts will be shared with the campus community at the beginning of the fall term for a feedback and comment period (typically 30 days). During this comment phase, we will continue to revise and incorporate data gathered from the feedback session in the early part of the spring term. More concise details on the spring timeline will be determined in our upcoming meeting on December 6th.
2. Process for submitting evidence documents—Jo
 - a. Please send evidence documents to Jo as email attachments, so she can keep track of the files and keep them organized as needed to prepare for use in the HLC assurance system. If you believe you have a file that is too large to send via an email attachment, call Jo to figure out how we will pass the file.
 - i. Jo will soon begin working specifically with each of the criterion teams to both identify and share key evidence documents that will be linked to the assurance argument in the HLC assurance system. This may require reaching out to others to obtain files such as meeting agenda and minutes, annual reports, etc.
 - ii. It is critical that we confirm the communication when identifying and passing of the evidence documents from the HLC Team members to Jo, as she will be responsible for the process of collecting evidence documents, converting them to qualified evidence pieces, and cataloging the evidence pieces in a logistical

format. This is a complex process and having done this previously, it is critical that we don't have evidence files lost in the shuffle. Communication is very important, thus the sharing of the documents through email correspondence.

- iii. The evidence repository documents generally fall within a few key categories:
 1. Documents that already exist and were used as evidence in the 2015 Self-study = mainly policy documents and some procedural documents which haven't changed since the 2015 submission.
 2. **Documents that are owned by specific units that already exist and will have to be converted into qualified evidence documents. Basically, these are the documents that will need to be sent to Jo via email attachments.**
 3. Documents that are related to institutional effectiveness efforts that will need to be converted to qualified evidence documents. Some are just now becoming available as they are being updated and will be used as the last iteration of reports submitted.

3. Next Meeting: Wednesday, October 30, 9:00 – 10:30, President's Conference room.
 - a. The meeting invites are being sent out for the remainder of the meetings scheduled for this fall 2017 term.