

HLC Leadership Team Meeting
February 26, 2018
8:30 p.m. – 10:00 a.m.
Minutes

1. Criterion Drafts Shared with Campus Community – Timing - Method
 - a. The goal is to send out the invite to the campus community by Friday, March 2.
 - b. The documents will be saved in pdf format and include a cover sheet.
 - c. The invite will be sent out by President Allison Garrett.
 - d. David is going to review the invite text and would like suggests as well.
 - e. The invite will include a link to the HLC SharePoint site and Cory is going to provide the permissions for the link functionality.
 - f. Jo will place the Criterion Drafts with the cover sheet in the HLC SharePoint site.
 - g. The Cover Sheet will include the Link to submit feedback, edits, and suggestions and will be specific for each criterion.
2. Update on **Evidence Document Repository**
 - a. To date 210 evidence documents have been uploaded to the Assurance System. The team was going to work on making evidence documents of URL links currently presented in the criterion drafts and send them to Jo to make evidence documents. This is also applicable to identifying specific pages in policy manuals and extracting as pdf documents for evidence files.
 - b. Note, we are able to have five linked URL's as per HLC's determination including Course Catalog, UPM, Student Handbook, Class Schedules, Faculty Roster, and Staff Handbook. Of these designated categories, the Course Catalog, UPM, and Student Handbook are relevant to ESU.
 - c. It was asked that the team review those documents submitted to Jo to produce evidence documents are actually linked in the text of the Criterion. If there are files not currently linked and we may use them eventually, that is ok, Jo will just hold off making evidence documents for now.
 - d. We are still waiting on the agenda and minutes from the Tuition and Budget Committee from the AY 2017 operations, a schedule of the Budget Roadshow, and documents distributed during a road show meeting (one set only to use as an example). The documentation for the "Budget Committee"
3. **Federal Compliance** – Update to new form for Federal Compliance Filing by Institutions
 - a. The Federal Compliance evidence documents have all been completed and uploaded except for four documents. It was determined that the UG and GR degree requirements documents are appropriate as changes wouldn't become effective until the fall. David was going to follow up with Ed Bashaw regarding a notification letter from AACSB. The terms section will need to be completed once summer session has been determined.
 - b. Jo will follow-up with Thad on the completion of the new form as some of the selection buttons were not working right.
4. **Open Discussion** – we ran short on time, so will finish up the Federal Compliance piece at our next meeting.
5. Next Meeting: **March 26th 8:30 a.m.** President's Conference room.