

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

1. Update on feedback on Assurance Argument criterion drafts:
 - a. As of today, there hasn't been any feedback reported we will check back in a week to see if any additional feedback has been submitted.
2. Ongoing evidence creation:
 - a. To date 267 evidence documents have been created and uploaded to the Assurance System.
 - b. Jo has met with Michelle to update the evidence files for Criterion 3.
 - c. Currently, evidence documents for criterion 1 and 4 have been completed, criterion 3 is halfway completed.
 - d. Jo is meeting with Lynn today to confirm evidence documents for criterion 2.
 - e. Jim has been working with the Administration and Finance team to confirm and complete details in criterion 5 and the evidence documents are still needing to be made into evidence documents.
 - f. Criterion 3, Brent and David are going to look at the annual academic affairs equipment budget planning documents and compare with the documents submitted for the completion of the campus master plan and technology plan to identify those details that can be used as evidence of academic financial planning.
3. Update on Federal Compliance: Jo will schedule meeting with Thad to cross-check all evidence documents for the federal compliance section to ensure that all that need to be available are accounted for and to confirm the docs needed at the end of the spring term.
4. Refinement of Criterion Drafts: team members are encouraged to continue refining the version of the drafts which were provided at our last meeting in February. Currently, there aren't any feedback comments to integrate into the criterion.
5. Launch of the Student Survey:
 - a. The invite text and launch methodology have been completed and scheduled to occur on April 2nd and April 6th. We have made arrangements with Sarah McKernan to send the survey invite to all students registered as of April 1, 2018. We have completed the required notified to the HLC informing them of our intentions, methodology, and number of students who will be receiving the survey invitation.
 - b. The HLC will provide survey results to the Review Team and ESU approximately three weeks before the scheduled on-site visit, and we will have a short window of opportunity to respond to any survey information that we deem appropriate to respond to. If needed, we may want to evidence other internal surveys such as the Senior Survey, Advising Survey, Campus Climate Survey or externally the National Survey of Student Engagement in reference to the same or similar line of questioning.
6. Public "Third Party Comment" invitation:
 - a. We are working with Gwen Larson who will provide the invitations sent out through public distribution channels. She has been forwarded the HLC prescribed details for providing the public comments and this information is forwarded directly to the HLC. This public open comment period is to be a six-month period.
 - b. The invitation is scheduled to occur prior to April 28th

7. Initial preparations for the on-site visit:
 - a. Motel reservations have been made.
 - b. The room usage in the Memorial Union has been communicated
8. Open Discussion:
 - a. We visited briefly about the campaign for campus awareness and the planning for timing of the celebrations.
 - b. Scheduling the calendar dates for the on-site part of the visit and communicating these dates to the campus community and the public who will want to attend the meetings/open forum opportunities.
9. Next Meeting: **April 23rd, 8:30 a.m.** President's Conference room.