

HLC Leadership Team Meeting
June 25, 2018
9:00 – 10:30 a.m.
Minutes

1. Updates

- a. Review of Combined Criterion Document (review period ends July 15th) – Please forward notes and review information to David/Jo on the 15th. Jo will send out a friendly reminder a few days before the 15th.
- b. Federal Compliance Update – Jo - Appendix A has been completed and uploaded to the Forms section of the Assurance Argument. David is reviewing the Federal Compliance Filing Document. All evidence files for the appendices have been created and will be combined with the filing document once David’s review is completed. We may need to add in two additional files in the Appendix W: section related to feedback from the NASAD Accreditation for the Art department, and the response to the ACATE report from the Art Therapy MS program in the Counselor Education department. Our cutoff date for these evidence documents should be no later than August 1.
- c. Evidence Files – Jo – All evidence files submitted by the Team have been completed and uploaded into the Assurance Argument. There are still some files needing to be tweaked or made for specific statements made in the assurance argument. We are still waiting on a few reports from finishing up the academic reporting year. In the assurance argument we are currently reviewing, the blue UAC numbers are referencing the evidence files numbering system. Don’t be alarmed if numbers are not in the place where evidence files are recognized, this is work Jo is still completing (putting in the blue numbers).
- d. Public “Third Party Comment” invitation – David – This requirement has been completed and evidence documents have been prepared.
- e. Communication with Team Chair – David – There has been email correspondence between David and the Chair. The planning of the onsite visit will commence after July 4th as per the request of the team chair.

2. On-Site Visit Planning and Preparation

- a. Reinforcements: Barb Kern, Brian Denton, Gwen Larson – Joining the HLC Leadership team going forward as we focus our efforts on the Review Team site visit.
- b. Gwen was unable to attend today’s meeting, but will focus on the MMR piece.
- c. Logistics – We discussed the following topics with the understanding that before we can create anything concrete communication between David and the Team Chair will provide our direction.
 - i. Transportation
 - ii. Meeting Rooms
 - iii. Escorts on Campus
 - iv. Accommodating Special Requests
 - v. Communications
 1. Emergency Contacts
 2. Coordinating with Individual/Meeting Requests by Peer Review Team
 3. Technology Support during Visit

- d. Institutional Preparation
 - i. Communication/Awareness of the visit throughout the Emporia Community (MMR)
 - ii. Awareness Campaign for the Campus Community (MMR)
 - iii. Support/Preparation for knowing and understanding the information presented in the Assurance Argument
 - iv. Preparation for Specific Areas of Importance/Special Sessions/Understanding of Key Topics – overall sharing of information
 - v. Who will we want present at the various meeting events to be the spokesperson (knowledgeable on topics)?
 - vi. What groups of individuals will be prepped prior to the site visit?
3. Other topics? – Access to the Assurance Argument Area will be provided for the HLC Leadership Team to review the document in the actual interface it will be presented to the HLC in.
 - a. Team Members will receive an email acknowledgement from the HLC and there is a training session you will preview as a part of your access requirements. The HLC email will prompt you to attend the training session.
 - b. Document review in the HLC Assurance Review Interface will occur from August 15th through and August 24th.
 - c. The process will be for team members to go in and read the argument and check the links and review for any unforeseen typos' or misspellings, etc.
4. Next HLC Leadership Team Meeting: Thursday, August 9, 9:00 a.m.