

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

1. Final review and testing of the Assurance Argument
  - a. The Assurance Argument and Federal Compliance documents are in the Assurance System and linked to the evidence documents.\
  - b. HLC Leadership Team members have been provided access and are asked to read the narrative, test the evidence links, and make note of anything that needs revision or is not functioning properly.
  - c. The Federal Compliance documents have been uploaded to the Forms tab and can be opened for review. Please test the documents for functionality to ensure that the Table of Contents and navigation functions in the documents are working appropriately.
  - d. Complete these reviews no later than August 20<sup>th</sup>
  - e. Report any issues or necessary edits to David and Jo.
2. Developing the Evaluation Visit schedule and putting the logistics in place
  - a. David has reached out to the Review Team Chair and will do so again today, 8-10-2018. It is likely that we should proceed with our plans for putting as many of the logistics in place that we can and then finalize once our team chair informs us of further details.
  - b. Brian has already reserved motel rooms, Memorial Union meeting spaces, and ESU pool mini-vans for transportation, so we have these tasks completed already. The facilities staff intend to detail the minivans the day before the team arrives.
  - c. It is likely that we won't know the exact schedule until about a month before the visit, and based on what the team is wanting to confirm based on the Assurance Argument, there can be some additional meeting requests up to a week before the on-site visit.
3. Preparing the Institution for the Visit
  - a. Messaging and education – What essential information should be presented to the campus community in general?
  - b. Update for where we are in the process and information share
    - i. All-Faculty meeting - scheduled
    - ii. General Assembly - scheduled
  - c. Essential Information
    - i. Importance of regional accreditation
    - ii. The purpose of the HLC's comprehensive evaluation and on-site visit
    - iii. 3-topics of "met with concerns" and how the institution has addressed these concerns
    - iv. Key institutional facts that may be part of the on-site visit dialogue
  - d. Best Ways to Communicate and Organize Campus Constituents
    - i. President's memorandum / Provost memorandum
    - ii. Organizational meetings (deans, faculty, chair, unit, committees, councils, and boards)
    - iii. President's Council in October
    - iv. Open forum(s) – discussion of timing being key and fitting in with existing campus schedule of events (e.g., Homecoming week)
4. HLC Leadership Meetings Schedule

- a. It was determined that we will schedule weekly meetings on Friday's at 8:00 a.m. beginning on August 24<sup>th</sup>. The meeting location is now changed to Plumb Hall 103O, which is the meeting room adjacent to the Financial Aid office. Please add these meeting dates and specifics to your schedules:
    - i. August 24
    - ii. September 7
    - iii. September 14
    - iv. September 21
    - v. September 28
    - vi. October 5
    - vii. October 12
    - viii. October 19
5. Next HLC Leadership Team Meeting: Friday, August 24, 8:00 a.m.