

HLC Leadership Team Meeting
October 5, 2018
8:00 – 9:30 a.m.
Minutes

1. Participants for Criterion Forums
 - a. The team identified a list of individuals who would be invited to attend the criterion forum meetings. Barb will be sending out the invites along with the summaries of the criterion where applicable.
 - b. The campus community will be encouraged to attend the forums (criterion and open) by their leadership. These continuous reminders will occur in campus communications from David, department and faculty meetings, and miscellaneous meetings.
2. Preparing participants for meetings
 - a. Those individuals who will be expected to attend special topics meetings confirmed on the schedule will be notified and provided the assurance argument and related evidence documents.
 - b. It is possible that some special topic meetings may be added to the schedule as requested by the peer review team. We will accommodate these requests should they be made.
3. Student assistants
 - a. Assigning students to assist in the site visit is being coordinated by Lynn. We are awaiting a more finalized schedule from the team chair.
 - b. We identified the roles the students would be serving as a part of the site visit, but can't specifically invite participation until we have a finalized schedule.
 - c. Students will be asked to participate from a wide variety of groups, so the review team is able to interact with our students as they navigate from meeting to meeting throughout the two day visits.
 - d. Subsequent to this meeting (Friday afternoon), we were forwarded a revised schedule by the team chair.
 - e. We were informed that there was one change from our original schedule which was moving the SLAC meeting from Monday afternoon to Tuesday morning.
4. HLC messages
 - a. David will continue to send out weekly messages keeping the campus community abreast of the upcoming site visit.
5. Team members available to drive Sunday and Wednesday?
 - a. Brent and Cynthia volunteered to drive on Sunday and Wednesday to provide transportation to and from Kansas City, MCI airport, respectively.
 - b. We are unsure of the transportation/commuting needs for the team once they have arrived at the hotel. We have a minivan reserved throughout the duration of their stay and we will await the preferences of the team.
6. Other topics?
 - a. We received an updated schedule from the Team Chair on Friday afternoon that information will be forthcoming.
 - b. Jo has provided information related to the student survey and relevant documents to Shelly G. in preparation for the site visit.
 - c. Additional information will be provided to Diana K. relevant to Criterion 5 and the budgeting meeting.
7. Meeting adjourn at 9:25 a.m. Next HLC Leadership Team Meeting: Friday, October 12, 8:00 a.m.