

HLC Leadership Team Meeting
February 2, 2017
8:00 – 9:30 a.m.
Minutes

1. Navigating the Evidence—Jo
 - The leadership team was provided with a USB drive which contained all of the information from the HLC 2015 self-study and re-accreditation site visit.
 - The information serves to inform the work of the team.
 - The team was given a demonstration of how to navigate the evidence and to identify the source of evidence documents within the self-study and federal compliance documents.

2. Review of the HLC monitoring issues—David
 - The leadership team was given a handout which addressed the areas which will be included as a part of the assurance argument the team will write.
 - These three topic areas are: Faculty Qualifications for Teaching; Learning Outcomes in Course Syllabi; and Assessment in General Education
 - An overview was provided for the three topics including a description of the issue, what the institution has done so far, and the work that is in the process of being completed

3. Questions and observations from the readings?
 - Some comments included the identifying documented processes control points and how these are monitored;
 - The narratives (argument statements) were short and to the point with linked affiliated evidence;
 - Some evidence files related to policy are still relevant to the assurance argument;
 - Team leaders should identify evidence documents and communicate this information to Jo, so that the body of evidence is continuously captured as it is identified;
 - Some evidence documents will have updates and the timeline for these updates must be determined.

4. In the next meeting scheduled for Thursday, March 9, 8:00 a.m., President's Conference Room
 - We will have some in-depth discussion of Criteria One and Criteria Five; Jo will provide some critique and comments related to the core components for these two criterion and will send the document electronically to the team prior to the meeting.
 - Reading Assignment: Review HLC Documentation including the Initial Feedback Report, the follow-up reports we submitted, and the response to our follow-up reports

5. Meeting adjourned at 9:15 a.m.