

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

1. Close look at Criterion One and Five
  - a. The group reviewed the two criterion and support documents were provided to show a critique of the criterion as well as an example of the argument style writing. Criterion five presented an outline of critical topics along with identified evidence documents supporting the topics. Electronic copies of the documents were distributed to the team subsequent to the meeting.
  - b. It was noted that it would be helpful to share the critique for criterion 3 and 4 prior to the meeting to provide time for review before the discussion was to take place.
  - c. Individuals assigned to criterion one through four (Criterion Five completed this task) were encouraged to do the same type of outline and evidence file identification that was shared at the meeting by Criterion Five team members.
  - d. Individuals were asked to keep a running list of those faculty and staff who serve in supporting roles for each of the criterion.
  - e. It was noted that the leaders for each of the criterion would be the responsible parties for writing the assurance argument and that guidance, consultation, and contributions from across the campus community were expected in assisting in the development of the arguments.
2. Questions or observations from the other readings? The team didn't discuss these documents as the vast majority of the meeting was spend on item 1.
  - a. The 2015 evaluation team's report; our response
  - b. HLC's letter informing us that we'll be monitored on three "Met with Concerns" issues
  - c. Our December 2015 Monitoring Reports, HLC's response
3. Next Meeting: Thursday, April 6, 8:00 a.m., President's Conference Room
  - a. A close look at Criterion Three and Four
4. Open Discussion – An additional organizational meeting is scheduled for Tuesday, March 28 at 8:00 a.m., in the President's Conference room. The purpose of the meeting is to plan the teams approach and identify areas of focus for the HLC Annual Conference, March 30 – April 4, 2017.
5. Meeting adjourn at 9:17 a.m.