

HLC Steering Committee

Meeting Minutes

Fri., September 12, 2014

9:00-10:00 a.m.

SC 206

Present: Lori Baker, Kathleen Ashe, Jan Loft, Betsy Desy, Doug Simon, Lori Wynia, Raphael Onyeaghalala, Alan Matzner, Deb Kerkaert, Chris Hmielewski

Absent: Beth Weatherby, Bill Mulso, Scott Crowell, Rachael Posusta, Dan Baun, Will Thomas

Agenda

I. Tentative schedule for Oct 20-22

Lori reviewed the tentative plan and asked for any timing conflicts. She has polled members of the CIA, LEC, and AHA teams for the best time, as well as members of the curriculum committees and graduate council. Steering Committee members who were involved in the 2011 Distance Education change request recalled having a student meeting during that visit as well. 4:30 on Monday is still probably the best time for distance students and could run concurrently with the on-campus student session. A question was raised about how someone who might not be able to attend could get information or input to the reviewers; while there have been several opportunities to do so already (all of the open sessions on the chapter drafts, the surveys, and the third party comment function), it was discussed that someone in that situation should share their input with a Steering Committee member to take forward or ask a colleague attending the meetings to speak on their behalf.

II. List of what needs to be updated since July for reviewers

Lori shared a list she has compiled of information that will need to be updated for the reviewers when they arrive (new data since the self-study was completed in July). Please let Lori know of any other information you can think of that should be added to the list.

III. Collection of minutes/agendas for university committees

Lori created a table of the university and faculty committees and polled the chairs to see what types of minutes or notes might be available for the reviewers if they are asked. The Steering Committee discussed and agreed that the focus should be on all-university committees (as other bargaining units or departments have internal committees as well as faculty), and that the key ones—CIA, LEC, and Strategic Planning--should be gathered now. CIA minutes are already available online; Stacy Frost has the agendas from current planning; and Jan has a motion list from LEC. Lori will check with past LEC co-chairs for any other documentation that might be available. The Steering Committee agendas and minutes are all online as well.

IV. PR and HLC education work plan for fall

- A. Initial discussion, sign up in future for activities and time slots*
- B. Talking points and best examples for this*

The group discussed when to begin tabling efforts over the lunch hour. Two weeks before the visit is Homecoming week, and there was some concern that the HLC message would be lost in the other activities. Lori has spoken with Rachael and will be attending a Student Association meeting after new senators are voted in. She has emailed the LEP 100 and 400 instructors and will be speaking to LEP 100 classes, as the 400 classes are online. The group suggested she speak at the next department chairs' meetings to further discuss how to get word out to instructors and classes. Chris suggested Lori attend the next Student Athlete Advisory Committee meeting and the University Experience classes for athletes. Chris will make sure some student-

athletes are excused from practice in order to attend the open student session. The group discussed how at this point, the work with the community will be focused on reminding them that the visit is upcoming, as the third party comment will be coming to a close shortly.

V. *Other*

No "other" items for this meeting.

VI. *No meeting next Friday, Sept. 19; next meeting Friday, September 26, 9:00 – 10:00 SC 206*