MINUTES – HLC Steering Committee Meeting
Thursday, April 23, 2015 11:00 a.m.
Chair Klavins called the meeting to order at 11:03 a.m.

Attendees – Sharon Klavins, Mittie Nimocks Den Herder, Alison Parkins, Christina Curras, Joanne Wilson, Les Hollingsworth, Chanaka Mendis, Colleen McCabe, Kory Wein, Kory Wien, Cathy Riedl-Farrey, Nettie Daniels, Laura Bayless, John Schliesmann, Dominic Barraclough, Barb Barnet,

Absent: Tara Krueger, Dawn Drake, James Romesburg, Todd Carothers, Shane Drefcinski, James Romesburg, Jim Mueller

1. General announcements
   - Correction on campus visit date
     The actual date of the visit is Monday and Tuesday, October 24-25 not October 26-27.
   - Open Forums attendance
     There was only one in attendance, committee discussed strategies to have more in attendance.
   - Newsletter for sharing at presentations
     Newsletter is available on the HLC website; please share with staff at presentations.

2. Upcoming deadlines (Klavins/Drake)
   Goal: Ensure clear communication of deadlines.
   - Outlines in hands of selected senior team members, feedback deadline 5/15
     This is now been given to the senior team to review.
   - Summer goals
     - All evidence files due August 1, we will do a final review prior to sending the information to Alison Parkins.
     - The team arguments need to be finished by December 1, 2015.
     - Need arguments to Parkins by January 1, 2016.
     Please review what the resources needed for completing the arguments and be specific when asking for information needed.

3. Identifying Risks
   Goal: Communicate concerns
   - QA-Differences between argument and evidence files
     - Shared drive team folders have examples of evidence files but not all of the examples we want to follow. T
     - Student survey conducted in spring 2016 will be how HLC determine the questions to ask and what information they would like to review.
     - We need to be able to locate requested information in an efficient manner.

   Deans are working on a compressed timeline policy and the calendar committee is going to review the academic calendar,

4. Other business
   - Project Plan (Carothers)
     Carothers not in attendance, Chair Klavins gave a brief update.

5. Future meetings
   - Wednesday, May 6, 3:00 p.m.
   - Thursday, May 21, 10:00 a.m.

Chair Klavins adjourned the meeting at 11:45 a.m.
## Actions to be taken

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<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>When</th>
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<tbody>
<tr>
<td>Sharon</td>
<td>Compile HLC Conference feedback</td>
<td>ASAP</td>
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