Minutes – HLC Steering Committee Meeting
Tuesday, July 28, 10:15 a.m.

Attendees: Sharon Klavins, Todd Carothers, Cathy Riedl-Farrey, Shane Drefcinski, John Schlismann, Allison Parkins, Laura Bayless, Tara Krueger, Mittie Nimocks Den Herder, Nettie Daniels, Jodi McDermott, Dominic Barraclough, Dawn Drake, Colleen McCabe,

Absent: Les Hollingsworth, Christina Curras, Kory Wein, Chanaka Mendis, Barb Barnet, Joanne Wilson, James Romesburg

1. General Announcements
   - Please make sure your calendars are up to date so fall meetings can be scheduled
   - LTE interviews in progress
   - The Collaborative Engineering Program passed the HLC Multiple Location review.
   - Please start asking to be on agendas for upcoming committee meetings to update on the HLC progress.

2. Project Management (Carothers)
   Goal: Ensure clear communication of deadlines.
   - July 31 is the deadline to have primary information for the narrative completed.

3. QA Narrative (Romesburg)
   Goal: Communicate expectations
   - First draft due July 31 (Team 2 example)
   - Executive Committee will review and provide feedback in August.

4. Federal Compliance updates (Drake)
   Goal: Maintain communication between Steering Committee and sub-committees
   - The committee will start identifying any missing pieces with a deadline of May.
   - Federal compliance has some deadline discrepancies on the website, Drake will keep everyone informed.
   - Drake will be contacting the appropriate teams for information as needed.
   Discussion ensued about the possible overlap of information. If specific information is included the Quality Assurance argument, it should be reported the same way in the Federal Compliance report.

5. QI Update (Barraclough)
   Goal: Keep committee apprised of progress
   - The QI should be completed by Friday July 31, 2015.
   - The review form is a pass/fail document.
   - Jason Thrun has been accepted as an HLC reviewer.

6. Communications (Romesburg/Klavins/Parkins)
   Goal: Plan for campus outreach
- If you have presented to a specific group in the past, contact them soon (now) to get on their fall agendas.
- Discussion ensued about where to place the bulletins such as convocation.
- The PowerPoint will be available in September.

7. HLC Assessment Workshop (Daniels/Klavins)
   
   Goal: Share outcomes of participation in assessment workshop
   - Four people attended the workshop and had to present a project before they left. The team proposes a project to encourage the campus to move from a teaching-emphasis environment to a student-centered learning environment. On February 29, 2016, OIEA will host a celebration of student-learning day. An advisory group will be implemented that will consist of approximately 16 people to help identify needs on campus surrounding assessment and learning.
   - Daniels also attended the Wisconsin LEAP Workshop. This is not a well-communicated program and is not forced, but the expectation is that campuses will participate. LEAP will be reviewed and further implemented on campus in the future.

8. Identifying risks
   Goal: Communicate concerns.
   Discussion ensued about the budget office and criterion five documentation.

9. Next meeting
   TBD

**Actions to be taken**

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<th>Who</th>
<th>What</th>
<th>When</th>
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<tbody>
<tr>
<td>All</td>
<td>Contact groups to schedule fall presentations</td>
<td>Over summer</td>
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<td>Team leaders</td>
<td>Complete first draft of narratives for QA</td>
<td>July 31</td>
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