Agenda – HLC Steering Committee Meeting  
Thursday, January 29, 11:02 a.m.

Attendees – Sharon Klavins, Laura Bayless, Christina Curra, Dominic Barraclough, Dawn Drake, Barb Barnet, Jim Mueller, Joanne Wilson, John Schliesmann, Cathy Riedl-Farrey, Allison Parkins, Colleen McCabe, Tara Krueger, Shane Drefcinski, Todd Carothers,  
Absent: Nettie Daniels, Les Hollingsworth, Mittie Nimocks Den Herder, Kory Wein, James Romesburg

1. General announcements
   - Annual meeting planning  
     Early registration deadline is January 30, if you plan on attending please let Liz Schaal know.

2. Upcoming Deadlines (Drake)
   Goal: Ensure clear communication of deadlines for deliverables from criterion teams.  
   - What needs to be communicated to the campus community?  
   - We’re a self-governing group. How are we going to hold each other accountable when deadlines or other expectations aren’t met? What are the consequences for not getting the work done?  
   The HLC accreditation team will be on campus October 2016. Todd Carothers will be working with the committee to create a project plan. Additional meetings may be needed if deadlines are not met. Please sign up to do spring presentations, Dawn Drake has the sign-up sheet. The steering committee will be compiling data received in June.

3. QA Argument Outline Discussion (Teams 2, 4, 5)
   Goal: Report on current progress, stumbling blocks
   TEAM 5 – If UW becomes public authority, this may change how we proceed with information gathered. Discussion ensued about reaching out to institutions that have gone through this.
   TEAM 2- The team met this week. A lot of evidence has been gathered, but may not need everything.
   TEAM 4 – The team met last week. Division of student affairs accomplished first step of the process (see attached PDF). Angela Miller is also gathering evidence.

4. Data requests
   Goal: Evaluate and prioritize data requests
   - Team 3 has a good example of a consolidated request form. The EC will start looking at these to identify those requests that need clarification DEADLINE NEXT Tuesday February 3  
   - whole committee will start reviewing these at the next meeting to identify duplicate requests or those that can be expanded to meet multiple needs

5. Identifying Risks
   Goal: Communicate concerns
   A main concern is some team’s need more members, the team leaders should be reaching out to others to find more members. Please make sure to put the data you are requesting from others on the shared drive document so we are not duplicating work.
6. Other business
   During the summer Alison Parkins will start drafting the documents, each team needs at least two contacts for Alison to work with.

7. Future meetings
   - Wednesday, February 11, 3:00
   - Thursday, February 26, 9:00
   Adjourned at 11:44 am

Actions to be taken

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