MINUTES– HLC Steering Committee Meeting
Thursday, February 26, 9:00 a.m.
Chair Klavins called the meeting to order at 9:02 a.m.

Atendees: Sharon Klavins, Kory Wein, Nettie Daniels, Alison Parkins, Laura Bayless, John Schliesmann, Cathy Riedl-Farrey, Christina Curras, Tara Krueger, Les Hollingsworth, Shane Drefcinski, Joanne Wilson, Dawn Drake, Colleen McCabe, Mittie Nimocks Den Herder

1. General announcements
   - James Romesburg will be taking over communications and Dawn Drake is stepping into Federal Compliance leadership role.
   - Jody McDermott will be taking over the leadership role for Criterion 1.
   - Clarification from Jeff Rosen on digital “resource room”
     We need examples from every department, but not all examples will be a part of the assurance argument. We also will need a centralized area/digital area on campus and information added yearly.

2. Upcoming Deadlines (Team leaders)
   Goal: Ensure clear communication of deadlines for deliverables from criterion teams.
   - Team updates on progress of narrative outlines
     TEAM 1 -
     TEAM 2 – Team will meet the deadline, in the process of creating the outline.
     TEAM 3 – Will be able to meet the deadline but need replacements for Zora and Helen Reynolds, suggestion to contact Karen McClare.
     TEAM 4 – Team is in the process of rewriting the outline and will be able to meet the deadline.
     TEAM 5 - Meeting February 27 and will meet the deadline.
     - March 23rd is the deadline for submitting the outlines to the Executive Committee; distribution to campus will be the end of March.
     - August 2016 there will be a third party student survey open for 10 days. Discussion ensued about sending communication to the students prior to the survey and there were concerns with possible low response in August.

3. Data requests
   Goal: Evaluate and prioritize data requests
   Please review the data and identify if you can provide any guidance, be specific.

4. Identifying Risks
   Goal: Communicate concerns
   Nettie Daniels reported on the assessment process, Daniels has asked deans to identify one person to work with the Office of Institutional Effectiveness and Assessment (OIEA), and she will train the departments how to use compliance assist software. An excellent assessment plan example is Mathematics. Criterion team four would like to have read only access to the software.

5. Other business

6. Future meetings
   - Wednesday, March 11, 3:00
Chair Klavins adjourned the meeting at 9:57 a.m.
<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>