Minutes – HLC Steering Committee Meeting  
February 11, 2015, 3:00 p.m.

Chair Klavins called the meeting to order at 3:04 p.m.

Attendees – Sharon Klavins, Laura Bayless, Dominic Barraclough, Dawn Drake, Nettie Daniels, Barb Barnet, Mittie Nimocks Den Herder, John Schliesmann, Kory Wien, Cathy Riedl-Farrey, James Romesburg, Allison Parkins, Todd Carothers, Shane Drefcinski, Colleen McCabe

Absent: Tara Krueger, Christina Curras, Joanne Wilson, Jim Mueller, Les Hollingsworth

1. General Announcements and Review Upcoming Deadlines
   - Nettie Daniels introduced James DiNardo who is the new Institutional Research Analyst in the Office of Institutional Effectiveness and Assessment.
   - Travel to the HLC conference total cost is $17,300.00 for everyone attending, which does not include Rob Cramer. There is a 200.00 discount if you are a presenter.
   - Please send Chair Klavins a list of members on the criterion teams.
   - Barraclough gave an update for QI process; meetings are set up to interview members of different committees and deans. There are in the information gathering stage, the report is due this summer.
   - Criterion Team 3 reported that they met and started organizing the information and so far, they have good results.
   - HLC presentations sign up is complete see attached document.
   - Each team should maintain a consolidated data request log sheet that combines the requests of the team.
   - If any teams are having issues be proactive and keep us informed.
   - Do we have the resources we need and what are the implications due to the budget cuts? Should provide questions/options for the senior team.

HLC communication should be:
- Positive and state how we are leveraging assessment processes and how we have involved constituents and governance bodies.
- Tie to the mission and the strategic plan.
- Point out the dedication of the people working during the crisis and still providing a high quality education.
- Distinguish meeting our mission at the minimum and exceeding the mission.
- State the challenges we faced, how they were addressed, and acknowledge the external constraints.
- Need to be clear about the things we will not be able to do and show the innovative things we have done.
- Federal regulations is part of HLC accreditation; but can be used for political purposes.

2. Adjournment
   No other business conducted, chair Klavins adjourned the meeting at 3:50 p.m.

3. Future meetings
   - February 26 at 9:00 a.m.
### Actions to be taken

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn</td>
<td>Share articulation agreement process</td>
<td></td>
</tr>
<tr>
<td>Dawn</td>
<td>Looking into how online transfer credits are processed</td>
<td></td>
</tr>
<tr>
<td>Nettie</td>
<td>Work on definition of a freshman</td>
<td></td>
</tr>
</tbody>
</table>