Minutes – HLC Steering Committee Meeting
January 15, 2015, 11:00 a.m.

Chair Klavins called the meeting to order at 11:03 a.m.

Attendees – Sharon Klavins, Laura Bayless, Christina Curras, Dominic Barraclough, Dawn Drake, Nettie Daniels, Barb Barnet, Mittie Nimocks Den Herder, Jim Mueller, Joanne Wilson, John Schliesmann, Kory Wein, Cathy Riedl-Farrey, James Romesburg, Les Hollingsworth, Allison Parkins,

Absent: Shane Drefcinski, Tara Krueger, Colleen McCabe,

1. General Announcements and Review Upcoming Deadlines
   ➢ Alison Parkins will be attending our meetings; Alison works in publications will be compiling the documentation and will be working with each team.
   ➢ Les Hollingsworth will be attending our meetings as a liaison for BILSA, Chanika Mendis will be the liaison for EMS and Kory Wein is already a member but he will be the liaison for LAE.
   ➢ HLC meeting in Chicago, January 30 is the deadline for reduced registration, please let Liz know if you plan on attending. Those planning to attend so far are Dominic, Sharon, Christina, Nettie, Joanne, John, Jason Thrun, Patrick Fitzsimmons, Mittie, Denise. Barb and Shane are unsure if they will be attending.
     o Dominic Barraclough and Jason Thrun are presenting on Monday afternoon
   ➢ Drake will be emailing a list of the presentations, please sign up to present.
   ➢ Feedback needed on the evidence files to the teams; we need to meet our deadline of sharing with the campus in March. Since the deadlines have not been met for fall we are now behind schedule,
   ➢ Chair Klavins has been working with Todd Carothers on creating a comprehensive view of the whole process.
   ➢ If any teams are having issues be proactive and keep us informed.
     o Criterion team 5 would like feedback from the steering committee before proceeding. Only people attending are Katie Curry, Mike Compton, and Doug Stephens, need to recruit more members and remove the ones not participating.
     o Please provide as much information as possible; it is easier to remove than to add later.

2. Feedback on the QA outlines submitted in December
   Criterion QA Argument Outline Review, winter 2014
   Objective: Evaluate outlines provided by criterion teams; provide feedback to be shared with teams in February
   Deliverable: Provide written feedback addressing the following:
   Outlines can be found at S:\WGroups\Higher_Learning_Commission\HLC - 2016\Criterion Team Outline Reviews
   DUE: JANUARY 14. Written summary of evaluations (submit to S drive Criterion Team Outline Reviews folder); be prepared to discuss in mid-January.
   Team Assignments:
   Criterion Two: Christina, Joanne, Tara, James R
   Criterion Three: Sharon, Laura, Colleen, John
Criterion Four: Dominic, Barb, Kory, Nettie
Criterion Five: Dawn, Cathy, Jim M

Please provide specific feedback on the following:

a) What are the strengths of the argument as it is currently proposed? Is the information provided appropriate and sufficient to addressing the component and sub-components?

b) What needs to be improved? Is enough information provided? If not, what should be added?

c) Is anything missing? Are there additional issues/topics and/or data that could strengthen the argument?

d) Is the proposed organization of the argument clear? If not, what’s not clearly communicated? What did you find difficult to follow?

e) Are there any concerns? Given the information provided, do you think this sufficiently documents how we meet the criterion?

- Some concerns noted about repeating the APC review process
- Chair Klavins would like acronyms spelled out. Discussion ensued about creating a glossary of the acronyms.
- Deadline for reviewing the evidence files is next week.
- Team chair needs to set up breakout sessions to review the files and then on January 29 will discuss as a group the findings.

3. Other Business
4. Adjournment
   No other business to be conducted, chair Klavins adjourned the meeting at 11:54 a.m.
5. Future meetings
   - January 29 at 11:00 a.m.

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