



**Meeting Notes**

**HLC – Steering Committee Meeting**

DATE: Friday, March 16, 2012 TIME: 1 – 2:30 PM

Members:

Tony Kinkel	Beth Buchholz	Pam Doyle
Sheree Utash	Denise Pfeifer	Leslie Berryhill
Doug Brantner	Trish Schmidt	Linda Grossman
Joe Ontjes	David Young	Justin Pfeifer
Jim Fly	Herman Broodryk	Jan Wilson
Randy Roebuck	Laura Barker	Pat Plank
Scott Lucas	Todd Kelley	Colin Gallagher
Kent Irick	Dawn Brown	

**Meeting Objectives/Agenda**

1. Welcome - Introductions
2. Criterion Teams
3. HLC Steering Committee Guide
4. Intranet Website Overview (Denise – Share Desktop)
5. Upcoming Tasks in March/April

**Meeting Agreements**

Who	What	By When

**Discussion:**

Accreditation purpose and committee organization was identified by Scott. Documents on criteria and its respective co-chairs and tasks were distributed. Scott went over each criterion, assumed practices (minimum expectations), and a walk-through of the timeline. (Please reference handout for details on each criterion.)

Criteria will be revised as of January 1, 2012, which includes WATC. Assumed practices must be included or developed by the time the site visit takes place. These items can be used as an outline mechanism for the narratives. Collecting data before the writing process takes place can be beneficial. Red flags from before will be revisited: finance; HR; gen ed survey; assessment.

The guide is mostly self-explanatory on how narratives are written – like an entity and using acronyms only after the full names are used. Other punctuation items were provided by Beth. Tasks should be assigned by co-chairs using accountability or timeline issues will severely degrade progress.

Tokens as reward incentives will be included. Some HLC leaders going to Chicago for the annual conference to bring back materials to supplement our own. Feb-Apr 2014 is the tentative site visit schedule. HLC tasks will need to take priority over regular tasks when necessary to ensure timeliness.

Denise demo'd the intranet section for HLC – each criterion committee has its own section for minutes and documents.

Dr. Kinkel addressed the group and stressed the importance of the re-accreditation for the College to move in the direction it's going. He expressed sincere appreciation for the co-chairs' involvement in this process. He asked for the co-chairs to cc him in emails to others on requests for evidence if anyone feels the process needs expedited.

**Next Meeting**

**\*\*Friday, April 13<sup>th</sup>, 2012: NCAT President's Conference Room\*\***