



Meeting Notes

HLC – Steering Committee Meeting

DATE: Friday, June 1, 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	Judy Mount
Michael Edwards		

Meeting Objectives/Agenda

1. Assumed Practices not in place (Excel Spreadsheet) (Sheree)
2. Turn in Members Token to Sheree
3. Sheree/Scott Working on Chapter 1 Denise/Beth Working on Chapter 2
4. Next Steps – Scott
 - * July 9th Expanded Outline & Initial List of Evidence Due to Folders
 - * July 10- Aug 1st Meeting with Criterion Co-Chairs to review expanded outline and evidence list to develop narrative- *Example Intranet – Institutional Effectiveness > HLC Resources, Templates > Criterion 2 Expanded Outline*
5. Next Meeting August 3rd

Meeting Agreements

Who	What	By When

Discussion:

The Steering Committee Co-Chairs met with three of the five criterion groups to review the initial outlines, and thanked the group for the work. Criterion 5 group did well in uncovering areas needing updated. Randy will send the items to the appropriate Leadership personnel.

The group reviewed the Assumed Practices document for status updates:

- 1: In progress; new mouse pads with information to come, along with desktop backgrounds and other methods.
- 2: Working on outlines at this point mostly
- 3: Work in progress – Jim stated a prototype for communication on understanding financial aid debt is in place for fall.

Token submittals should be routed to Sheree for the first round.

Scott provided an update on chapters 1 and 2; the Steering Committee Co-Chairs have made progress on these. Scott also presented his outline format from the last site visit and noted the differences in format between the current outlines. He mentioned it is his job to be critical of outlines to ensure that essential evidence is available.

The expanded outline and first evidence list is due July 9. All evidence and documents will be housed online, as opposed to a designated room. If tables or graphs are needed instead of direct links, just indicate so on the list.

Next Meeting

August 3rd, 2012, S210 Conference Room, NCAT