

**HLC Leadership Team Meeting**  
**August 31, 2018**  
**8:00 – 9:30 a.m.**  
**Minutes**

1. The Assurance Argument is ready to lock and will be locked this morning at the completion of our meeting.
2. Potential Evaluation Team questions based on the HLC Student Survey and informing the appropriate individuals to identify a few key bullet points or sentences in regard to:
  - a. The following themes emerged from the HLC Student Survey
    - i. Preparation of Advisors (SAC and Faculty Advisors) – David/Shelly
    - ii. Processes and Information related to Financial Literacy – Jim/Jaime/Thad
    - iii. Processes for meeting Students Accommodation needs – Jim/Stephanie/Shelly
    - iv. Faculty availability for Student Inquiry for Online Delivery – David/Jerry/Wooseob/Ken/Brent/Ed
    - v. Policy and Processes for credentialing Military Credit – Jim/Sheila
    - vi. Information and Communication on Course Sequencing for Major Academic Programs – David/Shelly
    - vii. Effectiveness of Enrollment Processes for both Online and Face-to-Face enrollments. – David/Shelly/Jerry
    - viii. Communication and Assistance related to the Comprehensive Fee Schedule and Costs. – Jim/Thad/Jaime/Pam

Forward the information/bullet points to David. We will know more when we can confirm the onsite visit meeting requests with groups/individuals.

3. The rooms in the Memorial Union have been secured. We have enough rooms to accommodate up to 7 meetings simultaneously. We have different sized rooms to accommodate from 10 up to 100's of individuals. We have reserved two vans for the transportation needs. We can plan for transportation to and from the airport if requested, but won't know more until the team chair advises David of their plans.
4. We will notify the HLC Liaison – Barbara Johnson via email that we have locked the Assurance Argument.
5. David is still awaiting a response from the team chair in regard to planning the onsite visit.
6. Next HLC Leadership Team Meeting: Friday, September 7, 8:00 a.m.