

HLC Leadership Team Meeting
September 14, 2018
8:00 – 9:00 a.m.
Minutes

1. Schedule work
 - a. Brian provided an outline of the preliminary visit schedule while acknowledging that the precise details will be forthcoming, once the team chair provides additional information.
 - b. It was mentioned that we want to provide some snack/beverage items for the team at their motel rooms and onsite in the Veterans room where they will be hosted. We would like to identify preferences for the members and how we do this will be a topic of an upcoming meeting.
 - c. The format of the forums and special focus groups was a topic of interest. We shared what we know about these meetings and will look forward to hearing from the team chair about the particulars of the specific meetings and the individuals with whom the reviewers would like to meet.
 - d. Identifying a list of appropriate restaurants to share with the chair to assist with their meal planning when they are off campus was mentioned.

2. Short news items
 - a. David will visit with Board of Regents during the next KBOR meeting to determine who is available to meet with the HLC Review Team.
 - b. The Federal Compliance Reviewer requested syllabi for multiple courses from the fall 2017, spring 2018, and summer 2018 terms. The request was fulfilled on September 13, 2018.
 - c. Barb confirmed that she had sent name and plate tag information to Kelly Heine for review, and that we would move forward with producing these items once any updates have been completed.
 - d. Information bags will be made up to provide the review team with supporting items like an Emporia guide, portfolio notebook, pens, and other small items welcoming the group.
 - e. We are still awaiting the second communication from the team chair Dan Howard as he was in the process of studying his team members and getting back with us.
 - f. On Monday the 11th, David sent out the first of many weekly messages to the campus community to keep us abreast of the upcoming HLC onsite visit.

3. Next HLC Leadership Team Meeting: Friday, September 21, 8:00 a.m.