

HLC Leadership Team Meeting
April 23, 2018
8:30-10:00 a.m.
Agenda

1. There was no feedback provided for the criterion the surveys are closed.
2. The student surveys have launched and this task is completed.
3. Update on Federal Compliance – Jo has met with Thad and updates are being made to the worksheet, main document report and evidence documents. Thad will provide this information to Jo when the tasks are completed.
4. Ongoing refinement of criterion drafts: As Criterion Teams, please make your final revisions to your assigned criterion and forward these documents to Jo/David no later than May 15th.
5. April 23rd through May 15th – Jo will continue building of the evidence repository with the existing documents that have been provided. She may be reaching out to team members for clarification.
6. Public “Third Party Comment” invitation goes out prior to April 28—David is working with Gwen on this topic. Thad will attach a copy of the comment invitation and the schedule of media outlets as evidence documents for Federal Compliance.
7. Evaluation Team has been appointed. Any conflicts of interest or other concerns?
8. Planning the logistics of the Site Visit – begins in earnest after Commencement. Brian Denton has made motel reservations. We will work with the team chair to plan the schedule for the site visit and secure rooms in the Union. Veterans Hall of Honor as team’s work space? Printer and other technology needs?
9. Messaging and education for the university community prior to the site visit – Consider asking Kelly Heine and her team to provide some marketing for the on-campus site visit event.
10. Scheduling a few team meetings for the summer – end of May, end of June, and early August?

11. Timeline Update: May 15- September 1, 2018

Date	Task	Comments
May 15	Teams submit their final documents to David/Jo	Finalize all evidence documents tied to the argument and forward to Jo as well.
May 15 – June 15	A final review of the criterion to ensure that we have provided quality specific evidenced statements for all core criterion.	The intention of this review by Jo and David is to go over every specific component to ensure that we haven't left out any key points or utilized key evidence documents that have driven our campus operations.
June 15 – July 15	Push the final versions back to the team for final review, everyone will read the entire document and provide comments and identify any last edits needing to be made	This is when all team members should spend quality time reading over the document to find any typos, mistakes of fact, sentences needing revision, etc. This is the final overview!
July 15 – August 15	Make any final edits to the document and Jo will upload the document components into the Assurance System and link the evidence documents	The team will be provided the links to the Assurance Argument and at the end of the August 15 th time stamp will have until August 24 th to review the argument as it exists in the Assurance System, this includes testing the links to ensure that all is functioning as anticipated.
August 25 - September 1	Make any final edits, tweaks, and cross-check! Then, Lock the Assurance Argument – and step away from the written part of the assurance review! Whew! Done!	This gives us time to share in our celebrations with the campus community and employ our site visit awareness campaign with the campus community.