

**HLC Leadership Team Meeting**  
**June 25, 2018**  
**9:00-10:30 a.m.**  
**Agenda**

1. Updates
  - a. Review of Combined Criterion Document (review period ends July 15<sup>th</sup>)
  - b. Federal Compliance Update – Jo
  - c. Evidence Files – Jo
  - d. Public “Third Party Comment” invitation – David
  - e. Communication with Team Chair - David
  
2. On-Site Visit Planning and Preparation
  - a. Reinforcements: Barb Kern, Brian Denton, Gwen Larson
  - b. Logistics
    - i. Transportation
    - ii. Meeting Rooms
    - iii. Escorts on Campus
    - iv. Accommodating Special Requests
    - v. Communications
      1. Emergency Contacts
      2. Coordinating with Individual/Meeting Requests by Peer Review Team
      3. Technology Support during Visit
  - c. Institutional Preparation
    - i. Communication/Awareness of the visit throughout the Emporia Community (MMR)
    - ii. Awareness Campaign for the Campus Community (MMR)
    - iii. Support/Preparation for knowing and understanding the information presented in the Assurance Argument
    - iv. Preparation for Specific Areas of Importance/Special Sessions/Understanding of Key Topics – overall sharing of information
    - v. Who will we want present at the various meeting events to be the spokesperson (knowledgeable on topics)?
    - vi. What groups of individuals will be prepped prior to the site visit?
  
3. Other topics?
  
4. Next HLC Leadership Team Meeting: Thursday, August 9, 9:00 a.m.

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

<b>Date</b>	<b>Task</b>	<b>Comments</b>
May 15 - complete	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 - complete	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 – in progress	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 <sup>th</sup> time stamp will have until August 24 <sup>th</sup> 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.