

HLC Leadership Team Meeting
August 28, 2017
9:00 a.m. – 10:45 a.m.
Minutes

1. Discussion: Review of Criterion drafts and Federal Compliance Documents
 - a. The team reviewed and provided feedback and comments on all five criteria draft documents.
 - i. Points of Interest: Evidence documents as they are linked in the Assurance Argument; Rules for linking URL's in the Assurance Argument (Five designated links); Evidence Repository in Skybox; Evidence files on Jump Drive (look at these for your specific criterion); the cutoff dates for updated evidence documents (annual versus term versus monthly timing).
 - ii. Writing points of interest: Refer to 2015 self-study for topics listed in the various core-components to ensure that we are writing to all areas showing how ESU meets the criterion for accreditation; questions about matching writing styles across the criterion and how/when we will edit the argument for style and terminology symmetry.
 - iii. For next meeting, please print off sets of documents for your individual use during the meeting.
 - iv. The draft documents are due to be sent out to the team at least **TWO working days** prior to the meeting, so everyone has time to review and provide adequate feedback.
 - b. The team reviewed the Federal Compliance Filing by Institutions document and the Appendix A: Worksheet for Institutions.
 - i. Points of Interest: Identifying and evidencing compliance to clock hours and transcription of courses for non-articulated courses; Evidencing the process of how courses are confirmed for meeting the criteria for designation of credit hours/class-time/instruction-time/out-of-class requirements/academic courses with study abroad components.
2. Next Meeting: Wednesday, September 27, 1:00 – 2:30, President's Conference room.
 - a. The meeting invites are being sent out for the remainder of the meetings scheduled for this fall 2017 term.