

HLC Leadership Team Meeting
October 30, 2017
9:00 p.m. – 10:30 a.m.
Minutes

1. **Discussion:** Review of Criterion drafts and Federal Compliance Documents
 - a. The team reviewed the Federal Compliance Documents and each of the five Criterion sharing comments and dialogue.
 - b. The progress made on the completion of the criterion and federal compliance drafts is good.
 - c. David is going to work with Thad to finalize the description for the differential tuition and fees determination for the SLIM program.
 - d. Jo is going to meet with Jim and Cynthia on criterion four to share additional information and evidence documents related to institutional effectiveness, institution-wide assessment practices, and institutional research contributions.
 - e. David is going to work on the timeline for the management of the public notification of opportunity to comment and include Gwen Larson in the process.
 - f. Jo is going to coordinate the administration of the HLC student survey. We will need to clarify the timeline for the launch as typically it is about a month or little longer out from the site visit and we may be surveying our students in late August when they begin fall 2018 classes.

2. Update on **Evidence Document Repository**
 - a. The evidence documents for some of the criterion have been sent to Jo and she has begun to create the official documents with cover sheets and is uploading them into the assurance system. To date, 38 evidence documents have been created and uploaded.
 - b. The continuous accumulation of evidence documents and the determination of the cut-off dates for documents that are completed on a time line has been determined as of May 2018. All annual reports will be reflective of the 2017 academic year as these will be available and reported during the 2018 academic year. This is inclusive of internally derived documents such as budgets, financial statements, and external reports to IPEDS, KBOR, and Federal Agencies. Those documents cited in criterion five in relation to bonding for the new residence hall and renovation can be included if they are available as of May 2018. In this instance draft forms may be appropriate.
 - c. The evidence for the Federal Compliance portion of the assurance review is coming together nicely. We will still need to secure the hourly requirements documents for both UG and GR degrees from Sheila once the confirmation and alignment with KBOR policy is determined. Thad will continue to follow up with Sheila on this and forward updated documents to Jo when they are available.

3. **OUTCOMES** section of the OIRA website has been completed and is in compliance with the HLC expectations as outlined in the Federal Compliance Filing by Institutions Document.

4. **Criterion and Federal Compliance Drafts are to be completed by December 15, 2017:**
Our last scheduled meeting is on December 6th, 2017 the 'best' drafts for each of the criterion and federal compliance documents are due on December 15th. The criterion drafts will be shared with the campus community at the beginning of the fall term for a feedback and comment period (typically 30 days). During this comment phase, we will continue to revise and incorporate data gathered from the feedback session in the early part of the spring term. More concise details on the spring timeline will be determined in our upcoming meeting on December 6th.
5. Next Meeting: **Wednesday, December 6, 2017, 1:00 – 2:30 p.m.**, President's Conference room.