

**HLC Leadership Team Meeting**  
**December 6, 2017**  
**1:00 p.m. – 2:30 a.m.**  
**Minutes**

1. **Discussion:** Review of Criterion drafts and Federal Compliance Documents
  - a. The team reviewed the final draft versions of the Federal Compliance Documents and each of the five Criterion.
  - b. The best draft from each of the team members was reviewed, noting that for the most part the documents have greatly improved both in comprehensiveness and style of writing.
  - c. For a couple of the criterion the final core-components still needed some expansion of the argument.
  - d. David and Jo will review all criterion and federal compliance documents over the break to ensure that all components of the arguments have been comprehensively covered.
  
2. Update on **Evidence Document Repository**
  - a. To date 130 evidence documents have been uploaded to the Assurance System. The Federal Compliance evidence documents have all been completed and uploaded except for four documents (UG and GR degree requirements from Sheila, AACSB Notification Letter – Ed, Summer Schedule of Courses 2018-Christy) that will be completed in the spring term.
  - b. Jim was reaching out to Diana to secure documents for the most current financial statements (AY2017 Financial Statements), the agenda and minutes from the Tuition and Budget Committee from the AY 2017 operations, a schedule of the Budget Roadshow, and documents distributed during a road show meeting (one set only to use as an example). The documentation for the “Budget Committee”
  - 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 once the confirmation and alignment with KBOR policy is determined. That will continue to follow up with Sheila on this and forward updated documents to Jo when they are available.
  
3. The HLC Logo (functional with updated date) and the Outcomes bullet point link are now functional and in compliance with HLC expectations.
  
4. **Scheduling meetings for Spring 2018 Term and Update on Timeline**
  - a. **Criterion and Federal Compliance Drafts are to be completed by December 15, 2017:** Our last scheduled meeting is on December 6<sup>th</sup>, 2017 the ‘best’ drafts for each of the criterion and federal compliance documents are due on December 15<sup>th</sup>.
  - b. David will work with Barb to schedule spring 2018 HLC Leadership Team Meetings

- c. David and Jo will work on an Updated Timeline to continue to coordinate our efforts. We have a few key tasks that will need to be scheduled and rely on collaborations with other individuals.
- d. The criterion drafts will be shared with the campus community at the beginning of the spring 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.

5. Next Meeting: **January 2018, TBD – Barb Kern**, President's Conference room.