

HLC Steering Committee: Focused Visit 2020
Meeting Agenda: 10/3/18

- Purpose of committee
- Meeting schedule
- Review HLC charge for focused visit (refer to July 9, 2018 letter from HLC)
- Schedule of activities:
 - Fall 2018: begin to form sub-committees
 - Spring 2019: sub-committee meetings
 - Summer 2019: Outline or rough draft of each monitoring report
 - Fall 2019: Assemble document archive for each report
 - Fall 2019: Assemble sub-committee to make arrangements for focused visit
 - Late fall 2019: penultimate draft of each monitoring report
 - Early spring 2020: final version of each monitoring report
 - Early spring 2020: finalize arrangements for focused visit
- Sub-committees for monitoring reports
 - Core Component 4C (Enrollment Management)
 - Core Component 5A (Finance)
 - Core Component 5D (Planning / Institutional Effectiveness)
- Community forum
- HLC website / blog

Meeting notes:

- Committee will begin to assemble evidence file for each bullet point listed in the HLC July 9 letter under the heading "Next Steps in the HLC Review Process" (Lee will begin to compile list)
- Invite Dr. Sammeth as Chair of Faculty Senate to join committee (Lee will contact David)
- Communication with Highlands community:
 - Set up HLC Community Forum for Tuesday afternoon (3:00 PM) in late October or early November (Lee will contact Carolina Martinez to make arrangements)
 - Maintain and update as needed the HLC webpage on the NMHU website
 - Committee will send out occasional global emails with HLC updates (Lee will coordinate with Margaret Gonzales)
- Need to follow up with Dr. Martinez to determine status of Strategic Enrollment Management Plan; is it ready to move forward for formal approval? (Lee will check with Dr. Martinez)
- Committee will continue to work to develop sub-committees for each area of concern:
 - Lee will work with Dr. Martinez to develop sub-committee for Criterion 4C (Enrollment Management)
 - Lee will work with Brandon and Max Baca to develop sub-committee for Criterion 5A (Finance)
 - Ian will work to develop sub-committee for Criterion 5D (Strategic Planning)
 - Lee will reach out to deans and Faculty Senate to promote faculty involvement on sub-committees