

## HLC Steering Committee: Focused Visit 2020 Meeting Agenda: 3/6/18

- Focused Visit date: March 30-31, 2020
- Focused report samples
- Subcommittees
  - 4C met on 2/20/19
  - 5D met on 3/4/19
  - 5A (Finance) is scheduled to meet on 3/19/19
- Campus HLC Forums:
  - 4C (Enrollment Management) forum met on February 25
  - 5A (Finance) is scheduled to meet on March 25 (3:00 PM in the SUB ballroom)
  - 5D is scheduled to meet on April 22 (3:00 PM in the SUB ballroom)
- NMHU HLC website: <http://www.nmhu.edu/accreditation-information/>
  - Continues to be updated since our last meeting
  - New blog post
  - Other blog contributions invited!
  - Comments, suggestions, recommendations?
- Next steps:
  - Written report for 4C (Enrollment Management) is underway
  - Continue to assemble evidence file, post documents to website
  - Begin to outline content of written reports for other areas
- Other thoughts, comments?
- Next meeting: April 3, 2019

### Notes:

- Discussed format of focused visit: In principle the visiting team can talk to anyone on campus or go anywhere, but will probably spend most of their time on the specific areas of concern. For the comprehensive visit (2021-22), in contrast, it is likely that the visiting team will go to the campus centers and may visit classrooms.
- Discussed impact of HLC Campus Forum on Feb 25, focusing on enrollment management: The audience at the forum offered a wide range of easily implemented ideas for helping to promote enrollment and retention. As a campus community we need to maintain a positive attitude and energy toward the upcoming Focused Visit.
- Discussed format and content of the report that needs to be submitted to the HLC for the Focused Visit: The report is a maximum of 100 pages, basically free-format. Examples of Focused Visit reports from other institutions will be shared with the committee.
- Discussed ongoing challenges of collecting unit level strategic planning documents: Many of these have been submitted, but Lee and Roxanne still need to work together to ensure that all reports are turned in. The available reports have been posted to the website.
- Ideas for documents / artifacts to add to evidence file for Focused Visit:
  - Documentation of increased online enrollment (4C)
  - Documentation of website improvements (4C and 5D)
  - Post summary of ideas presented at 4C forum on Feb 25