

## **New Mexico Highlands University**

### **HLC 5D Subcommittee**

#### **Meeting notes for 3-4-19**

Next steps for the subcommittee:

- Develop a timeline for producing the written documentation that will be submitted to the HLC
- Begin to assemble the evidence file that will provide the basis for the written report to HLC

Criterion 5D was not a probationary area; rather, it was flagged as an area of concern after the last HLC site visit. Therefore, we don't have the same type of evidence file available as for the other areas of concern.

For the Focused Visit in March 2020, we will need to produce a document of 100 pages max, plus appendices. Roughly one-third of this document will be devoted to Criterion 5D.

Key question for the subcommittee (and the institution): How do we document what we do? What needs to be documented?

The integrated strategic planning / budgeting / assessment cycle is relatively new to HU. We need to maintain momentum and develop better integration across these areas.

We will have some timing challenges with HLC visiting in March 2020, and the need to prepare the written report well in advance of their visit. We will use the AY17-18 to demonstrate how the planning cycle works, but we will need to include AY18-19 data (hopefully most of it gets submitted in a timely manner).

The evidence file website needs to be continually updated (anyone can make recommendations for documents or artifacts to include). The link is: <http://www.nmhu.edu/accreditation-information/evidence-file-2020-focused-visit/>

We need to offer support and encouragement to administrative and academic units that have not yet submitted their unit strategic planning or assessment materials.

Respectfully submitted,

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