

**HLC Steering Committee: Focused Visit 2020**  
**Meeting Agenda: 9/4/19**

- Meeting schedule
- Membership
- HLC Evidence Document status
  - Version 2 posted for public review
  - Version 3 under preparation
  - Next steps:
    - Additional documentation for “closing the loop”
    - Include fall enrollment and retention data
    - Possibly include budget / audit updates if available
- HLC Newsletter issue 3 has been released
- Subcommittees
  - 4C (Enrollment management)
    - Examine enrollment and retention trends for fall
    - Discuss status of SEM Plan
  - 5A (Finance)
    - Need better documentation that we have met HLC expectations
  - 5D (Strategic Planning and Institutional Improvement)
    - Discuss new institutional strategic plan
    - Continue to collect evidence of improvement
- Campus HLC Forums:
  - Three will be scheduled for this fall, one for each area of concern
  - Focus will be on what we’re presenting to HLC
  - Additional focus: “talking points” for the campus community
  - Probably one more forum in February to prep campus for visit
- Next on queue:
  - Release version 3 of Evidence Document
  - Release issue 4 of HLC Newsletter
  - Schedule forums and subcommittee meetings
- Other thoughts, comments?

**Notes:**

- Steering Committee will meet from 2:00-3:00 PM on the first Thursday of the month during the fall term
- Kevin Corcoran (currently serving on 5A subcommittee) and Rob Karaba (vice-chair of Faculty Senate) will be invited to join the Steering Committee
  - Lee will contact them
- Ann Wolf will be invited to join the 4C subcommittee; Lee will contact her
- HLC Evidence Document:
  - Version 3 is under preparation
  - Includes bullet list of key accomplishments in each of the three areas of concern
  - Revisions will focus on emphasizing what we’ve accomplished and how we have closed the loop
  - Lee will send out most recent version of Evidence Document to committee members

- Subcommittee meetings:
  - 4C subcommittee will meet on September 16 from 2-3
    - Lee will contact Faculty Senate to get more details on their concerns about the SEM plan and will work to resolve those concerns with the appropriate stakeholders
  - 5D is currently scheduled to meet on September 23 from 3-4 but that conflicts with the first campus forum, so it will be rescheduled
    - Ian will continue working on the complaint process and the institutional strategic planning process
  - 5A subcommittee has not been effective and is on hold; Brandon and Lee will meet individually with Max
- Campus forums:
  - Three forums will take place in the fall, one pertaining to each of the three areas of concern
  - The tentative dates are September 23, October 28, and November 18 (all Mondays) from 3-4 in the afternoon
  - Brandon suggested a workshop approach to the forums to get participants engaged