

## HLC Steering Committee: Focused Visit 2020

### Meeting Agenda: 11/7/19

- Meeting schedule
- Comprehensive Visit dates: 2/28/22 – 3/1/22
- Focused Visit team [handout]
- Focused Visit documents
  - Institution's Focused Visit Report
  - Faculty/Staff Handbook
  - Student Handbook
  - Organizational Catalog
- HLC Evidence Document status
  - Version 3 posted for public review
  - Next steps:
    - Finalize document
    - Send to University Relations for final polishing
- HLC Newsletter issue 4 (October 2019) has been released
  - Issue 5 is under preparation for December release
- Subcommittees
  - 4C (Enrollment management)
    - Met on October 17
    - 4C Campus Forum was October 28
  - 5A (Finance)
    - 5A Campus Forum was September 23
  - 5D (Strategic Planning and Institutional Improvement)
    - Met on November 7
    - 5D Campus Forum scheduled for November 18
- Campus HLC Forums:
  - Three scheduled for this fall, one for each area of concern
  - Probably one or two more forums in the new year (February/March) to prep campus for visit
- Focused Visit logistics
  - What is best approach to take?
  - Who should be involved?
- Next on queue:
  - Send penultimate version of Evidence Document to University Relations
  - Schedule campus forums for early spring 2020 term
  - Begin preparations for hosting Focused Visit team
- Other thoughts, comments?

Meeting notes:

We need to produce a one-page summary of key points in the Evidence Document to distribute to institutional stakeholders

We need to produce an updated organizational chart for the institution

We need to begin to outline logistics for the Focused Visit; Lee will work with Carolina on the basic planning activities, as outlined below:

- Carolina will make travel / hotel arrangements
  - Rooms at Plaza or Castaneda
  - Will need conference room at hotel
- Reserve key rooms in advance
  - SUB321 and SUB322
  - Possibly use rooms in Rogers
  - Visiting team will need conference room on campus
- Communicate with BOR that they need to be available on those dates
- EMT meeting should be scheduled to review evidence document in detail
- Engage all senates and Dean's council in preparation process for visit
  - Distribute one-page summary to all groups
  - Set up time to meet with all groups