

HLC Steering Committee Meeting Minutes  
September 16, 2022

In attendance: Justin Gollob, Adam Rosenbaum, Morgan Bridge, Jeremy Tost, Eric Elliott, Tiffany Kinney, Heather McKim, Jeremy Brown, Kurt Haas, Katie Dreiling, & Brigitte Sundermann.

Justin Gollob called the meeting to order at 2:02 PM

Jeremy Tost agreed to take minutes for the meeting.

The April minutes did not need approved as they had previously been approved.

Justin Gollob reviewed the dates for the upcoming fall meetings

**Agenda Item 2:** Website brief update [Justin Gollob]

Work on the website is moving along. Justin Gollob and Andrea Keck are working in tandem. Next steps involved getting administration buy in. A 10-minute checklist has been produced and will be sent out to website contributors. The committee looked at the checklist and agreed to get back to Justin Gollob on any edits/revisions.

In January of 2023 a follow-up email will be sent to contributors. Some aspects of web maintenance will be automated while other aspects will require human time/power.

Tiffany Kinney noted that faculty and staff listings are outside of department head control.

Morgan Bridge asked about best practice with website maintenance. Justin Gollob talked about two models, one centralized and the second decentralized.

Kurt Haas asked about what HLC would be looking for/at with our website. Morgan Bridge mentioned such details as faculty credentials, financial aid information, the President's page. Kurt Haas noted webpages where "we make commitments to students.

**Agenda Item 3:** Fall Proposed Timeline [Justin Gollob]

Justin Gollob discussed a January 2023 workshop. The committee is to look for further communication

**Agenda Item 4:** Phase II Spring 2023 brief overview [Morgan Bridge]

It was noted that criterion rough drafts would be due by December 1, 2022. Work in the spring will involve reviewing and finalizing drafts. The December 2022 and January 2023 workshops will be the committee's chance to finalized drafts before going out.

**Agenda Item 5:** Criterion Chair Reports

Criterion 1 [Tiffany] – Divided the larger committee into small groups and is working with smaller groups on writing. Addressed procedures for drafts. Discussed several issues regarding accessing evidence.

Criterion 2 [Eric] – Met with committee last week. Eric is taking lead on the writing and having committee work on editing. Eric asked about auxiliary entities on campus and policy. Eric brought up language and discerning availability of the evidence with use of evidence.

Criterion 3 [Katie] – Met with committee and divided up sections. Katie is writing the first part and will then seek feedback. Asked about how best to hyperlink evidence. Spoke about (a) having policy and (b) evidence of following the policy.

Criterion 4 [Jeremy] – Met with committee last week. Talked about the process of writing, shopping around drafts, and seeking edits/clarifying information. Asked about using verbatim language from websites and manuals and what is best approach.

Criterion 5 [Adam] – Divided committee into focus groups and delegated aspects of writing. Asked about single vs. double spacing after the period and use of the Oxford comma. A discussion followed in which budgeting intersects with assessment closing the loop. Different program examples were addressed.

#### **Agenda Item 6: Fall Meeting Dates [Justin Gollob]**

Justin Gollob reviewed the fall meeting dates.

The meeting was adjourned at 3:30.