

HLC Steering Committee Meeting Minutes
October 7, 2022
Lock Date September 1, 2023
Site Visit October 2-3, 2023

336 Days Until Lock Date

Meeting Minutes:

1. Approved minutes last meeting – Dr. Gollob
2. Volunteer to take minutes – Dr. Dreiling
3. Website Update – Dr. Gollob and Andrea Keck
 - a. Currently wrapping up Phase 1 updating program webpages (about 75 more to go).
 - b. Phase 2 will involve about 173 sites. Will use the “take 10” approach with specific checklists to steadily make updates.
 - c. Currently getting caught up on faculty profile pages.
 - d. By the end of this semester, the hope is to be able to identify if there are any major problems that need to be addressed in the spring.
 - e. Discussion on faculty personal websites:
 - i. There are concerns that these sites could be outdated or have inaccurate information.
 - ii. Andrea will pull information on the number of faculty who have personal websites linked on their profile page to determine the scope of use.
 - iii. May ask faculty to update those personal sites.
4. Reminders:
 - a. General rough draft due November 1
 - b. Final rough draft due December 1
5. Dr. Haas / Dr. Bridge – will need to keep in mind a timeline for involving the Board of Trustees.
6. Evidence Discussion – Dr. Bridge
 - a. Need to ensure that we show evidence in our policies as well as evidence that we are actually accomplishing what our policies say.
 - b. Will likely have to use some judgement and discretion in doing a cost-benefit analysis on some types and amounts of evidence.
 - c. *Be sure to keep all evidence*, even if it does not make it into the final draft.
7. Criterion Chair Reports – Criterion Chairs
 - a. Everyone is making steady progress.
 - b. Most feel that they will eventually need to scale down the amount of evidence/words.
8. December/January workshop dates for Criterion Chairs only
 - a. Thursday, December 15th @ 2:00-4:00 (locations TBD)
 - b. Friday, December 16th @ 2:00-4:00 (Tomlinson 331)
 - c. Tuesday, January 17th @ 2:00-4:00 (location TBD)
 - d. Wednesday, January 18th @ 9:30-11:30 (TBD)
9. Next HLC Steering Committee meeting – Friday, October 21st @2:00-3:30