HLC Steering Committee Meeting Minutes

August 18, 2023

Dominguez Hall, 101P

1. 1:05 pm: Meeting was called to order by Justin Gollob.
	1. Minutes from May 19, 2023, Steering Committee were approved without objection.
2. Website was discussed by Justin Gollob.
	1. Website updates are ongoing. Goal is to provide accurate and up-to-date information to stakeholders.
	2. A process was developed so updates to the website will be regular and continuous moving forward.
	3. Attendees were shown recent updates to Institutional Research website.
		1. Holly will consider advertising these changes to the campus community.
3. Dr. Bridge discussed fall activity.
	1. HLC site-visit team’s schedule is not locked.
	2. Criterion 1-4 are posted on CMU’s MavZone. Criterion 5 will be posted the week of 8-21-23.
		1. Dr. Bridge has received some minor feedback from the faculty on the posted criterion.
	3. The goal is to have complete documents ready to read one last time before lock date. These documents should be available the last week of August.
	4. Criterion Chairs were asked to meet with their committees in mid-September.
		1. Chairs should reengage with their committees and documents.
		2. Chairs should also encourage committee members to attend open-forum meetings.
	5. There was a short discussion of how HLC site-visit teams are formed and a general schedule for their visit.
	6. Justin Gollob will find a meeting time during the week of 8-25-23 for the next Steering Committee meeting.
	7. Please send “Did you Know” submissions to Dr. Bridge by the end of next week (8-21-23).
	8. Short discussion on how to handle last minute changes to the structure of IRIS and the name change for WCCC (CMU Tech).
	9. Takeaways from the meeting
		1. Read criterion one more time.
		2. Hold one more criterion committee meeting.
		3. Encourage committee members to attend HLC meetings.

Meeting concluded at 1:45 pm.