

Colorado Mesa University
HLC Steering Committee
Tuesday, June 29, 2015
LHH 302

Present: Morgan Bridge (Chair), Jeremy Brown, Carol Futhey, Jeremy Hawkins, Randy Phillis, Joe Richards, Bette Schans, Steve Werman, (Recorder: Annette Callaway).

Absent: None (Full committee not yet selected.)

1. The CMU Assurance System site was previewed and discussed.
 - a. All those present currently have access to the system.
 - b. Features were covered, and training videos provided in the software were noted.
2. Carol provided the group with a draft list of possible sub-committee members.
 - a. Criterion chairs were encouraged to make suggestions for additions and/or changes.
 - b. The list includes junior faculty as well as some staff.
 - c. Every department is represented in 2, 3, and 4.
 - d. Let Carol know of any suggested changes in the next week
3. General discussion regarding the study.
 - a. This report focuses on evidence of meeting the criteria, whereas the previous study was more self reflective.
 - b. Policies may be several years old, but evidence as recent as possible
 - c. Feel free to contact Carol or Morgan to discuss components.
 - d. Others providing input/assistance include John Marshall Vice President Student Services; WCCC representative(s); and Heather McKim, Institutional Research
 - e. Remember to refresh one's knowledge of CMU's website; lots of information and data exist.
 - f. New information is/will be available since the previous study, (e.g., a progress report to the 2010 Strategic Plan will be done this summer).
4. The process in general was discussed to possibly include:
 - a. Sub-committees meet this Fall and develop an outline/bullet points of arguments and evidence items; outline to be done by Thanksgiving break.
 - Keeping in mind the strict word limit, it was suggested to first think of arguments/evidence that are definitely needed.
 - b. Outlines go to Steering Committee to be reviewed for duplications, omissions, corrections; committee will discuss at January meetings.
 - c. No formal writing will be done until after the Steering Committee meets in January.
 - d. Using a possible September 2017 date to Lock the report, there is estimated 795 days left.

Next Meeting: TBA

HLC ASSURANCE SYSTEM – TRAINING NOTES:

Numbers in **yellow** refer to progress numbers in the “Assurance System Training” accessed through the Help tab.

**SAVE IS NOT AUTOMATIC;
DO FREQUENTLY**

BROWSER

- Mac--use Safari or Chrome, NOT Firefox

HOME PAGE

- Change password, top right by name. **6:00**
- Contributor--edit and add evidence
- Sys Coordinator--same plus edit intro pg, create users (15max incl sys coord) max 3 sys coords; assign due dates, locks argument.
- If assigned due date, will email person
- Read only—See everything, but no changes.
- Accred Leadership Team
- Open season for few days, add text, upload files. Then clear out.
- DECIDE WHO DOES WHAT, eg who should upload evidence files??
- Can access prev version of an argument.

SYSTEM COORDINATOR(s) -- **40:00**

- Has Administration tab
- Gives others access; new user button; will email new user. (Read only or Contributor)
 - Uncheck box to be inactive; do not count in 15.
- Edits Intro page
 - Brief descript on inst and photo (see specs on edit pg)
 - Not part of word count—keep short 1 pg.
 - Can be Pres statement if want
 - See photo specs on edit screen for intro—only one location, not moveable.

EVIDENCE FILE

- CONSIDER HAVING ONE (OR FEW) RESPONSIBLE FOR UPLOADING
- Check docs before uploading for formatting, etc.
- Only PDF docs and allowed URLs; limit on file size-50 MB (can upload videos but must adhere to file size)
- Can leave links in PDFs but reviewers may not choose click; BUT IT WILL LET THEM, SO CHECK THOSE LINKS OR GET RID OF LINK; (can include a note about the link on the cover sheet)
- Houses docs; only pdfs;
- HLC Documents (preloaded by HLC) cannot delete
- At bottom, preloaded URLs—don't need to use if prefer PDF which allows specific page reference; double check URL loads correctly
- Screen captures sometimes fuzzy; use Adobe better
- Think through naming docs; can become living file (can just update in future vs upload again) – 36:48
- Use cover page 35:30
- Can create as many folders and subfolders as you want. 44:00
- Don't group files by Criterion; often a file is referenced in >1 criterion = confusion
- NOTE: Can create a folder in Evidence File called “Temp Team Folders” using team members' names—but WORKED BETTER TO SEND TO 1 PERSON who formats cover sheet consistency.
- Can upload several documents to a folder at a time. (Shift-click)
- Can click on file name and...
 - View references
 - Replace—and maintain links
 - Rename—and maintain links
- Activity log shows for all of evidence file

ADD EVIDENCE FILES TO COMPONENT

- At bottom, click on add source.
 - Source will open on pg 1; if want other, click on pg to add additional opening pages. Check which actual page opens—it may be off if you have a cover page not numbered.

LINK EVIDENCE FILES TO TEXT IN COMPONENT

- Select text and use drop down list boxes at top of text box
- Preview and check all links
- Unlink by selecting text and use button
- Will be retained if linked in Federal Compliance

LINK EVIDENCE FILES USING FILENAME IN COMPONENT

- Position cursor, use drop down. Link will be file name.
- Only linked files can be seen by Reviewers

LINKED vs NOT LINKED FILES

- HLC will remove all files NOT linked; when Locked, the unlinked files will disappear—SAVE ELSEWHERE
- When click to lock, it will give list of files NOT referenced, and you can cancel before locking.
- Do not consider HLC as an archive for Institution's files

DELETING FILES

- If in core component, only deletes in component, not entire system
- If in Evidence File tab (where folders show), file will be deleted out of the entire Assurance System
- Cannot delete folder if it contains files

ASSURANCE ARGUMENT tab

DASHBOARD

- Dashboard=state of argument (internal indicators, date and status, users)
- See parts checked out; hover over icon
- Sort by any column, incl 1st column
- Click on any argument; return to dashboard
- Overdue sends email to assigned user
- Word count total at top, not >35,000 when locked; can go over before then.

CORE COMPONENTS

- Criteria pre loaded
- Can return to dashboard or arrow to next
- Can work entirely IN system; OR paste as plain text and then format later IF pasted formatting is problematic
- Close; if choose not to close, prevents others' edits.
- Word count by criterion section; count at bottom right when in edit mode
- SAVE frequently; not automatic
- Can insert table within the system
- Will see "SAVE SUCCESSFUL" note at top of screen when save.

GENERATE PRINTABLE FILE (will incl links, but must login to CMU Assurance Sys to see links)

- Within core component—generates only that component
- In Dashboard view—generates entire assurance argument
- To disable all links IN YOUR PRINTABLE FILE: Ctrl-A to select all; Ctrl-Shift-F9 to strip out all links

FORMS tab

- Eg. Fed Compliance—work outside of sys, save as pdf, upload; does not count in Assurance word count.

HELP tab

- More specific tutorials
- Sys Admin can ask Q's re content
- All users can submit technical Q's

OTHER NOTES

- Utilize technical editor if available

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### **Annette's Qs**

When replacing file, can it also have a different name?

Pasting in tables