

## **HLC Steering Committee Meeting Minutes**

**May 19, 2023**

**1:00-2:00pm**

**Dominguez 101P**

1. Meeting began with a discussion of times for forthcoming meetings.
2. Website Update – Dr. Gollob
  - Dr. Gollob confirmed that the process is continuing, with Andrea Keck tracking ongoing changes.
  - Some updates to the website will follow discussions with the Board of Trustees.
3. Update – Dr. Bridge
  - The site visit team has been approved, and they will start looking at the website soon.
  - The individual criteria are out to faculty reviewers; once they are done, the drafts will go back to the criterion committee chairs.
  - Dr. Bridge will be compiling evidence over the summer and may contact the chairs for clarification.
  - The goal is to be able to share the drafts on MAVzone with all the faculty by June.
  - There will not be time to share with the individual committee members separately, but the chairs should invite feedback with an email to the committee.
  - Any comments should go to Dr. Bridge and specific chairs.
  - Beyond these steps, the goal is to have the final rough draft by mid-August.
  - In the meantime, the Federal Compliance process is underway, as is the Student Opinion Survey.
  - One issue to keep in mind is the need to demonstrate “regular and substantive interaction,” as defined by HLC.
  - Consequently, the site visit time will be looking very closely at Distance Education.
  - This Office will be changing the approach to OTE in order to emphasize this new requirement/expectation.
  - There are also plans for a syllabi audit for all online courses in the Fall.
  - August 1 deadline – Criterion chairs should provide Dr. Bridge with 5 “Did You Know” facts to provide faculty members with something to talk about during the site visit.
  - In September, criterion chairs will meet with their committees to prepare them for Q&A during the site visit.