

HLC Accreditation Steering Committee Meeting Notes
9:00-10:30 a.m., Thursday, May 4, 2017
Welch 111

1. Preparing for the presentation/conversation during all AP meeting on June 29th
 - a. 8:30-10:00am, June 29th in the Student Center Ballroom. Please put this meeting into your calendar.
 - b. The format of the presentation will have three parts:
 - 1) Overall introduction about HLC accreditation (5 minutes)
 - General scope of accreditation
 - Importance
 - Why it matters
 - EMU's timeline between June and October
 - Distribute 1-page handout
 - 2) Criterion Team update (2-3 minutes for each team, 10-15 minutes total)
Requirement: Each team prepares an executive summary that includes most important issues they want to present, including:
 - Highlights of findings
 - Dilemmas and unanswered questions
 - 3) What roles can APs play and how can they help (2-3 minutes)
 - Gather evidence files
 - Attend open forums during site visit
2. Team progress update (see attached visual progress chart)
 - a. Team 1: Working on 1B, 1C, 1D all together and should be able to deliver before our deadline in early June
 - b. Team 2: Need to split 2A and 2B. Darlene will contact Chiara to see whether she (Darlene) can go ahead and start the split. Bin suggested that we strengthen 2B a little bit after the split.
 - c. Team 3: Is working on 3D and 3E
 - d. Team 4: 4C should be in place shortly
 - e. Team 5: Working on difference pieces of information and document to compile 5B-5D. Need clearer directions regarding the next step of EMU's strategic planning.
3. Provost's Office involvement
 - a. Michael will serve as the liaison for the Provost's office and will review draft assurance argument for each core component. He may ask other AVPs in the Provost's office to participate in the review as well.
4. Next meeting has been scheduled on June 2 and we will review the initial preparation by each team for the presentation during the all-AP meeting on June 29.