

HLC Self-Study Steering Committee

Meeting Notes

8:30-10:00 a.m., August 10, 2015

1. Finalize team members
 - Most team members have been confirmed.
 - Kate Mehuron was added to Criterion 3
 - All team leaders needs to confirm the rest of team members by the end of **Wednesday (8/12/15)**
 - Formal invitation will go out shortly from the Provost

2. Plan for kick-off activities in September
 - **Time and Date: 9:00-11:00am, Friday, September 18;** including
 - i. 9:00-10:00am Provost remarks, overview with entire group
 - ii. 10:00-11:00am Criterion Teams breakout session
 - Bin will reserve rooms (all in Welch) and send scheduler

3. Rename the committee and meeting schedules in fall 2015
 - HLC Accreditation Project Team is renamed to **HLC Self-Study Steering Committee**

4. HLC Mock Visit
 - The Steering Committee will continue to prepare for this mock visit. Again, three possible dates are: **Oct 20th, 28th, or Nov. 10th of 2016.**

5. EMU self-study website— <http://www.emich.edu/hlc>
 - The website will be used for hosting meeting agendas, notes, important team action documents, and other documents that is related to the overall self-study process.
 - It is recommended that each criterion team find its own method to host team documents.
 - Each team will select and identify critical files to be uploaded to HLC's electronic portal (<http://assurance.hlcommission.org>)
 - The Steering Committee will have further discussions on how to effectively communicate and share files among teams (see action items below).

6. Other Roundtable Discussions—Additional Action Items
 - Bin will meet with several members to draft suggestions for areas such as file naming convention, a master inventory for self-study documents, and team communication protocols.
 - Bin will update and share HLC Self-Study Plan, as well as a calendar on EMU's HLC website
 - Peggy and Bin will explore the possibility of hiring a GA jointly to help the work of the Steering Committee.
 - Bin will schedule a recurring monthly meeting for the Steering Committee for the coming fall term. It is suggested the team meet from 9:00-10:30 on a Thursday of each month.