

Eastern Michigan University: Comprehensive Evaluation AGENDA

Sunday, October 22, 2017		
Time		
10:15 AM – 3:00 PM	HLC Team arrival at Hotel	
5:00 PM	HLC Team dinner and meeting (all team members)	
Monday, October 23		
	HLC Team Workroom in Student Center – Room 330 SC	
Time		
7:30	Pre-meeting with President Smith – Room 320 SC	
8:00 – 8:50	Meeting with President and Executive Council (all team members) - Room 320 SC	
9:00-9:50	Meeting with HLC Team Members (the team that wrote the assurance argument) (all team members) - Room 320 SC	
10:00-10:50	Open Forum Discussion: Criteria 1 & 2 Team Members – <u>David</u> , Shelly, Carmen, James Room 310A SC	Focus Topic - Federal Compliance (unknown topics) Team Members – Tammy and Alan Room 320 SC
11:00 – 11:50	Focus Topic – Strategic Planning Team Members – David, Shelly, Jim Room 352 SC	Focus Topic – Federal Compliance (unknown topics) Team Members – Tammy, Alan and Carmen Room 320 SC
12:00 – 1:00 pm	Lunch with Board of Regents – All Team Members – Room 302 SC	
1:00 – 1:50 pm	Open Forum Discussion: Criteria 3 & 4 Team Members: <u>Shelly</u> , Alan, Jim, Carmen Room 310A SC	Focus Topic – Finances Team Members – Tammy and David Room 320 SC
2:00-2:50 pm	Drop-in Session Team Members: David, Shelly Room 352 SC	Focus Topic – 4-year retention and degree completion improvement plan Team Members – Carmen, Jim, Alan – Room 320 SC
3:00 – 3:30 pm	Team meeting (all team members) - Room 330 SC	
3:30-4:30 pm	Focus Topic – Program Review/Assessment Team Members: Carmen, Shelly, Alan Room 352 SC	Focus Topic – Facilities Tour Team Members – David and Jim Locations TBD
4:30 PM	Team Chair meets with President Smith Room 302 SC	

Tuesday, October 24		
8:00 – 8:55 am	Focus Topic - Online/Distance Education Team Members – Alan, Carmen, Shelly Room 352 SC	Focus Topic – Staff Open Forum Room 310A SC
9:00 – 9:55 am	Open Forum Discussion: Criterion 5 and Institutional Priorities Team Members: <u>Tammy</u> , David, Shelly Room 310A SC	Focus Topic: Faculty Open Forum Room 310B SC
10:00-10:55 am	Focus Topic – Students Open Forum Room 310B SC	Drop-in Session Team Members: David, Carmen, Jim Room 320 SC
11:00 - 11:40	Team meeting (all team members) – Room 330 SC	
11:45 – Noon	Exit Meeting with President – Room 320 SC	
Visit Ends. Team begins deliberations and writing.		

EMU – Please provide a list of all attendees and their titles in the form of a sign-in sheet for the following sessions:
 Meeting with President and Administrative Team (8 AM on Monday)
 Meeting with HLC Team Members (9 AM on Monday)
 Meeting with Board of Regents (NOON on Monday)
 Focus Topic on Finances (1 PM on Monday)

Team Chair will make sign in sheets for all other sessions.

Groups to invite to each session on MONDAY:

Open Forum Discussion – Criterion 1-2
 Students, Faculty
 Committees that work on diversity in the broadest sense
 Leadership that coordinates diversity work.
 Committees that initiate and revise policies on campus.
 Research office personnel, IRB committee, Animal Care and Use Committee and others.

Focus Topic – Federal Compliance
 Unknown as of 10-9-2017

Focus Topic – Strategic Planning
 ISPC – Institutional Strategic Planning Council and others who are monitoring progress of the plan

Open Forum Discussion – Criterion 3-4

Students, Faculty
Deans
Assessment Committees – departmental, college and university-wide
General Education Committee(s)
Coordinators of online/dual credit education
Student affairs personnel related to student success, financial aid
Library personnel

Focus Topic - Finances

Finance personnel who can answer questions about budget and the audit and CFI.

Focus Topic: 4-year retention and degree completion improvement plan

All who were involved in writing the plan.
Any involved in implementing the plan.
Those involved with monitoring the plan.

Focus Topic – Program Review/Assessment

Coordinators/leaders of program review and assessment at the provost level.
Committees involved in program review and assessment.

Focus Topic – Facilities Tour

Facilities personnel who can provide a tour and answer any questions team members might have about the facilities review uploaded to the addendum file. We are most interested in the tour and may ask questions along the way.

Groups to invite to each session on TUESDAY:

Focus Topic – Online/Distance Education

Faculty Development for Distance Education
Faculty who teach distance courses
Students who have taken distance courses
IT personnel assigned to help with distance education
Student support services available for distance students

Open Forum Discussion – Criterion 5

ISPC
Institutional Research
Budget/Finance Personnel
Budget Committee(s)
Facilities Planning Committee(s)
Renovation Planning Committee(s)
Faculty and Students