

HLC Accreditation Project Team
Meeting Agenda
9:00-10:30 a.m., January 28, 2016
Welch 111

- Assurance Portal Demo (Bin)
 - Bin used a live assurance portal from another university to demonstrate the general structure of links and evidence files

- Criterion Team Progress Update and Concerns (All)
 - Team 3: Peggy presented a data/evidence Excel spreadsheet Team 3 is using. The spreadsheet serves as an inventory of evidence files that may be needed from different units. Each criterion team can use the template to develop their own inventory and Bin can later on consolidate and begin to make requests. Peggy will revise the template based on members' suggestions and redistribute.
 - Other team chairs also provided updates to their respective teams
 - Overall progress is on track. All teams are in good shape to develop a complete bullet points for each core component by April of this year
 - Each team is encouraged to develop a list of "gaps" identified through the process so that we can begin to those gaps if applicable. For example, it is quite difficult to find EMU's mission statement on the web, which can be fixed easily.

- QI Update
 - We collected over 1,500 responses through two cycles and are analyzing data. Bin's team will provide analysis and results to Rhonda/Calvin for further actions

- Round Robin Discussion (All):
 - HLC Annual Conference: **April 16-19, 2016**
 - i. Many committee members indicated they cannot attend this year due to scheduling issues
 - Other HLC Related Items
 - i. The Steering Committee will make a final decision regarding whether we want to organize a mock visit during Oct/Nov of this year
 - ii. Conference rooms for HLC site visit have been reserved.

- Next Meeting – **February 18, 2016**
Some agenda items:
 - Final decision on mock visit
 - Develop writing schedule