

HLC Accreditation Project Team
Meeting Notes

9:00-10:30 a.m., September 24, 2015
Welch 111

1. Feedback from kick-off event (All)
 - Nice start
2. Criterion team update (All)
 - Need a coordinated process to request evidence files from colleges and other divisions
 - Need examples of assurance argument (Bin will distribute in October)
3. October road show (Bin)
 - HLC update planned in October: Deans Council, Provost Cabinet, EC. Waiting for Faculty Senate
 - Suggestion: Invite team leaders/members to road shows, especially at college or divisional levels.
 - Design a 1-page handout to highlight HLC accreditation
4. Finalize file upload protocol (All)
 - Folders
 - i. Adding four divisions.
 - ii. Will go with current folder design but can reorganize along the process
 - Coversheet
 - i. Team will use coversheet (with minor modifications) for each evidence file uploaded
 - Process
 - i. Each team will identify critical evidence files, send to Jessica and Jessica will upload file to the portal with coversheet and keep/update file log as needed
 - ii. Request a new email address for evidence file communication purposes (Gale will handle)
 - iii. Evidence file log will include two more columns—Original file name and portal file name so that each team leader can find his/her own files easily
5. Other Roundtable Discussions
 - Bin has responded to HLC regarding possible site visit dates: Oct 23 and Nov 13 of 2017, and March 19 and 26 of 2018. We indicated a strong preference in fall dates of 2017 for the site visit.
 - Further discussions needed
 - i. Evidence file naming convention
 - ii. Mock visit—Expectations
 - iii. Writing assurance argument—Point-by-point at level 3??

Next meeting: 9:00-10:30am, Thursday, Oct 22