

**HLC Accreditation Project Team  
Meeting Minutes**  
9:00-10:30 a.m. – October 22, 2015

1. Introduction of new members and roles:
  - a. Jessica Kijek, Graduate Assistant
  - b. Calvin McFarland, HLC QI Project Lead
    - i. Bin provided a brief description of the QI project as well as its connection to overall HLC accreditation
    - ii. Calvin updated the progress of our QI project
  - c. Rhonda Kinney-Longworth, Ex Officio
  
2. Feedback from visit to UW-Whitewater (Bin's observations)
  - a. Overall, burden is lighter for both the institution and HLC reviewers
  - b. 1 ½ day site visit (it was 2 and ½ days in the past).
  - c. Site visit team is smaller
  - d. Everything is paperless and uploaded to portal
  - e. Encourage small teams; identify specific people as resource person as needed along the progress
  
3. October Roadshow Update/Feedback
  - a. Overview of informational handout
  - b. Identified key aspects scrutinized from peer-reviewers
  - c. Supplied a list of possible documents needed from Deans
  - d. Encourage other committee members to join the roadshow
  
4. Criterion Team Progress and Concerns
  - a. Checkpoint – April 2016 – Each team will:
    - i. Have bullet points of arguments within their assigned criteria
    - ii. Obtain some or develop a list of evidence files
  - b. Each team will examine document/data over seven years (2010-17)
  - c. Overall, everyone feels confident with their selected team!
    - i. 4 teams have met at least once, created outline of tasks, and developed a shared drive to store critical evidence

5. Other Roundtable Discussion

a. Reference Documents:

- i. Initial request will be made through Bin
- ii. Jessica will monitor documents received and update all team leaders
- iii. In general, team leaders agreed not to upload files to the portal before April 2016.

b. Editing the Assurance Argument

- i. Creating a consistent voice
- ii. Each team will draft and prepare a summary section discussing performance gaps, strengths, weakness, etc.
- iii. Final Editor will create document with one voice

c. **Meeting in November is canceled.** Next meeting will be held December 17, 2015