1. General HLC Update (Bin)
   - HLC site visit date is official – **October 23-24, 2017**, published to our HLC website at [www.emich.edu/hlc/](http://www.emich.edu/hlc/). Website will be used for communication purposes.
   - HLC Roadshow: Process is well known among team and chairs members (Deans Council, Provost Cabinet, EC, and Faculty Senate). We are prepared for Fall 2016 mock site visit.
   - Completed multi-site visit in Tianjin, China and Oakwood Hospital. Received great feedback and is now completed.
   - EMU Financial Panel Review report that focused on institutional context was submitted to HLC recently.
   - QI Update (Calvin): Surveys on academic advising are still in process, but coming to an end as the semester wraps up. Survey completion has doubled in numbers from last time.
   - Bin worked with Dave Woike to develop a faculty qualification checklist, particularly for part-time lectures, to make sure we comply with the HLC policy.

2. Finalize long-term work plan (Bin)
   - Looking at the overall timeline and action plan, we are right on target!
   - Next goal – focus on completing the development of initial bullet points for corresponding criterion and components for **April/May 2016**.
   - Three rooms (HLC site visit team work room and two conference rooms) will be needed. Team decided utilizing rooms 352, 304, and 302 in the student center would be best. Chiara will contact Bin on exact room numbers.
   - By **April 2017** we should have a draft assurance argument of 35,000 words and support documents in place!
3. Criterion team progress update and concerns (All)
   - Four teams are right on track and have developed initial bullets for each components and began collecting evidence within their criteria. Others are still discussing what they want to collect. Each team will meet in January to regroup.
   - There were concerns on framing content within the components and criterion. It was discussed that we argue we met each core component, but summarize the strengths and opportunities for improvement in a constructive tone within the summary section.

4. Winter 2016 work plan (All)
   - Will begin scheduling project team meetings next year. Keeping the 3rd or 4th Thursday of each month from 9:00-10:30am. Excluding the week of excellence in March.
   - HLC annual conference is April 16-19, 2016. Location is the same, so being blocking dates and booking rooms now. Registration will open next year.

   **Look out for our invitation to the next HLC project team meeting!**