

HLC – Criterion 5

Meeting Minutes– 1/22/2018

Meeting Notes in Italics and serif font, Number items are agenda items and san-serif

1. Welcome and introductions
 - *Present: George, Jim, Joann, Derek, Mike, Lynn, Jeff*
 - *Absent: Ron, Rebecca*
 - *Guest: Marty Wolf (HLC faculty co-chair)*
 - *There are some time conflicts with Rebecca's schedule. Lynn will reach out to Randy about student representation possibilities*
2. Review of committee charge
3. Meeting note taking
 - *Charge a couple people with task: Jeff and Lynn will cover it*
 - *Marty requests that we should post agenda and minutes on the HLC content management system when it comes on line.*
 - *We will post on the onedrive site for now*
 - **Action Item:** *Lynn will provide Marty and Randy with access to the site*
4. Operating Processes and Principles–
 - *How*
 - *Develop arguments using implementation of last HLC review as baseline*
 - *Express how it relates to new HLC cycle and present practices.*
 - *Marty: we should prioritize Process over numbers.*
 - *Marty: Be sure not to have "blinders on" in terms of areas to investigate. Create BSU specific assurance arguments.*
 - *Marty: No priority in areas for investigation have been identified. Everything needs to be on the table.*
 - *Mike/Marty/Jim: gaps in data should not be a big deal. If serious raise the issue.*
 - *File/document naming conventions*
 - *Posted on a separate worksheet on the project worksheet.*
 - *File/document storage*
 - *We will use the shared onedrive site for developing our arguments and storing data*
 - *Add link to HLC examples and 2010 BSU HLC information to onedrive. **Action Item: Jeff will do***
 - *Project Spreadsheet*
 - *Provides a by-criteria list of all items that we will investigate, a person responsible, timelines and links to documentation artifacts.*
5. Timeline
 - *Start process immediately.*
6. Next Meeting
 - *1/29/2018 @ 10am in M170*
 - *Review examples*
 - *Prioritize four criteria areas.*
 - *Marty: advise to start with easiest*
 - *Figure out important areas from each criterion and modify list on project worksheet.*
7. Adjourn
 - *11:56am*