

HLC – Criterion 5

Meeting Agenda – 1/29/2018 @ 10am in M170

- *Present: Ron, Jim, Joann, George, Lynn, Jeff, Derek, Mike, Marty*
 - *Absent: Rebecca*
 - *Introductions and approval of minutes from 1/22 meeting (Derek moved to approve, George second).*
1. Review HLC examples
 - *Reviewed examples from Marian University, Marshall University and Kansas State University.*
 - *Discussed need to pull evidence from MinnState website, for Board of Directors meeting minutes and meeting agendas, when appropriate*
 - *If a document is not available electronically, we can submit a data request to have it scanned and linked*
 - *Date Request Form will be available soon (this week)*
 - *What locations beyond BSU will need to be acknowledged – Mayflower Building, off campus site where we offer courses/degree completion programs, Bemidji High School? Marty will investigate.*
 - *Marty advised that it is better to have too much data rather than not enough. When in doubt, include evidence in our submission*
 - *Bullet points, rather than prose, is preferred in our final submission to the Steering Committee co-chairs*
 - *NTC will be addressed in our argument, as it relates to budget allocation, and shared administration. Can we get a copy of their last HLC report?*
 2. Prioritize four criteria areas to determine an order
 - *Decided to start with 5B. Will determine the order of the other components later.*
 3. Figure out important areas from each criterion and modify “to do” list on project worksheet.
 - *Assigned committee members to come of the evidences listed under the sub components.*
 - *If evidence is available online (publically), add link to the spreadsheet. Does not need to go through data request*
 - *If contracts/documents are “in progress”, we will need to monitor them and update evidence when we can. (i.e. IT strategic plan, may point to a previous version now, update with current version when it is complete this spring)*
 4. Adjourn
 - *10:57 am*