

HLC Criterion One Committee Meeting Minutes  
January 31, 2018

Present: Rick Koch, Bill Blackwell Jr, Jessica Dugan, Sheila Paul, Randy Westhoff  
Absent: Travis Ricks (OOT), Carol Hess (Randy will talk to her)

Topic / Agenda	Discussion	Outcome / Decisions
<p>Introductions Role of co-chairs and members Review of our charge and goals</p>	<p>Explained process, use of office 365 and process of information Draft will be created with finalized version by chairs of steering committee</p>	<p>S. Paul will take minutes and post to appropriate site.</p>
<p>Comments from Randy</p>	<p>Time lines, history and new – ‘Assurance argument’ Want to see inclusive process – Access to past minutes Processes with strategic plan ? Master academic plan ? archives? Former committee structure to develop Mission Visions Change of wordings over time ie shared values, Need for area to hold changes for evidence over time hard to manage - New administrators since last HLC People who have institutional knowledge and history – including staff. Randy has PG’s files. We are in the open pathway – Review HLC website Tie to our shared fundamental values Do we have to go back ten year? Want to reflect reality but if we have trends or consistency over time – want to show process over time Do we have an on-campus reviewer? Misty Wilkie and Colleen Greer are both site visitors, Randy and Deb have gone through the training but have not completed an actual site evaluation. If we fail one criterion we fail Plan for mock review – fall 2019 site visit What if we cannot find the information – who to ask? If broken links report to Scott F or Cody Hagen.</p>	<p>Need to find past minutes We can invite people or interview people.  Randy will send HLC sample link  President’s website has information regarding recent strategic planning process  Institutional Resource website has a lot of information  Broken links – contact Cody Hagen or Scott Faust – Randy will verify this.</p>
<p>Confirmation date/ time meetings</p>	<p>Missing student representative Meet weekly or every other week – will help get us going with a good solid start.</p>	<p>Meet weekly at date / time Wednesday at noon Mem 300</p>

How should we proceed	<p>Each component will be addressed individually</p> <p>Folder for each element i.e. 1A,</p> <p>Divide work</p> <p>Examples of how it works through university</p> <p>HLC web site has sample studies</p> <p>There is a form to request data (Marty) if needed</p> <p>We will need to prioritize our work</p> <p>Question how in-depth – re-calibration issues, support of liberal education</p> <p>Budget reductions – state allocations who does this support education goals?</p>	<p>Shared folder on OneDrive - to help organization and let information flow – use folders to subdivide</p> <p>Determine what data we will need</p>
Timeline	<p>Work through items through this semester and finalize next evidence next fall</p>	
Before next meeting	<p>Review all sub areas and see if there are any that we would specifically like to work with</p> <p>Some will require more time</p>	<p>Mark down areas of interest on the shared excel spread sheet</p>

Minutes recorded by Sheila Paul, 31 Jan 2018