

HLC Criterion One Meeting Minutes - Draft  
 February 14, 2018, Noon- 1pm Room Memorial 320.

Present: Rick Koch (co-chair), Jessica Durgan, Sheila Paul, Travis Ricks, Randy Westhoff  
 Absent: Bill Blackwell (co-chair), Beth Simons (student), Carol Hess (Rick will follow up)

Topic	Discussion	Decision / Outcome
Review of Committee Charge, Criterion One	Rick showed how to access sample case studies on the HLC website Office 365 location for our committee work and records. Criterion One spread reviewed. Reviewed current vision and mission and discussed brief history – concerned about lack of people with university memory about this process. We have a total word limit of 30,000 – 40,000 words (entire document)	Convert evidence to PDF – will be uploaded to HLC site We can use some links With the number of departments we can use examples of meeting this criterion. Use Diversity plan, Strategic Plan, MAP, Meet and confer minutes as sources
Criterion 1A	Used spread sheet to capture ideas on where evidence could be located, and potential people to interview regarding specific areas. Think about an outline of ideas along with possible narratives Made assignments to some areas. People to talk to: Foundation Marla – Rick will follow-up Michelle Frenzel, student services and enrollment, Karen Snorek (planning and budgeting priorities Review on-line records including Institutional Review, Library, and personal records. Reviewed the individual elements in the mission.	Will work through 1A, then proceed to 1B, 1C and 1D. 1A1 – Sheila will review data banks, Institution Research, AIRC Rick will follow-up with Marla from the foundation, and invite Michelle Frenzel to an upcoming meeting. Travis will talk to Erika – sustainability and diversity Jess will contact Colleen Deel (Library).  Need to define individual elements in the Mission, including student support services.
Next steps	Discussed: what questions to ask – Specific processes Review excel spread sheet in Office 365	
	Next meeting Wednesday February 21, noon in Memorial 300	

Sheila Paul