

HLC Criterion 3 Team Meeting Minutes – April 18, 2018
Wednesday from 9 – 10:00 AM in Memorial 170.

Members Present: Andy Hafs - Chair, Jim Barta - Co – Chair, Michael Urban, Tammy Bobrowsky, Leslie Darmofal, Zachary Johnson, Debbie Guelda, (Marty Wolf also present)

- Jim and Andy will discuss the HLC National Meeting they attended.

Discussed C.3.AssuranceTable.docx in OneDrive

This outlines the process that peer reviewers use when evaluating our assurance argument

Hightlighted ProvidingEvidence_INF-1.pdf.

Tis document outlines examples of evidence for each core component.

Discussed allowable links and format of evidence provided.

HLC allowed links:

- Course catalog
- Faculty handbook
- Course schedule
- Faculty roster
- Student handbook
- Staff handbook

Other items discussed:

- Use the 2017-2019 contract.
- Only refer to contract by indexing via section and page number
- Screen shots or copy of webpages with clickable link on top. Save as a file.
- Save evidence documents as Word or Ecel files if possible as this time
- Keep file names consistent. Example: (3.C.1._filename.).
- All files to be kept in appropriate file on Onedrive

- Consider addressing items discussed and found in the 'C.3.AssuranceTable.docx ' that include:
 - Criterion/Policies/Processes/Evaluation/Continuous Improvement

Next meeting scheduled for April 25th, 2018