**HLC STEERING COMMITTEE MEETING**

**May 2, 2013 12:15**

**DCED Conference Room #201**

Present: Lynita Cooksey, Gina Hogue, Jill Simons, Lonnie Williams, Kathryn Jones, John Pratte, Jim Washam, Russ Hannah, Pradeep Mishra, Osa Amienyi, Jeff Bailey, Josie Welsh, Julie Isaacson, Thilla Sivakumaran, Chris Collins, Beverly Boals, Rich Grippo

Dr. Cooksey will get an announcement out to the campus regarding dates of HLC Visit which will be October 28-30, 2013. The first two days is when the team will be on campus.

A team and team leader has not been assigned to our visit yet.

There is a draft of the self-study report but Dr. Cooksey is still inserting information. The committee will review the draft the early part of summer.

* Proof read evidence in document and make sure evidence supports the criteria.
* Lonnie to work with Gina on Federal Compliance area.
* Josie will put together the assessment area.
* End of this month, she will have members of the committee take portions and give feedback.

Dr. Cooksey will be making a visit to HLC on May 16 and she will submit the Self-Study Report the 2nd or 3rd day after Labor Day (Tuesday after Labor Day)

Use May & June to get the Self-Study Report in shape and send out to academic areas to look over in July.

Planning for the visit - will get everyone more involved with this as we get closer to the date of the visit.

This committee will meet with the team or individually as position on campus.

The team will not have an Exit Interview. Dr. Hudson will be the one to invite to last meeting on last day of team visit.

The Self-Study report will be sent out for campus input.

Suggestion was made that maybe we could have a coffee and cookie get together to have faculty that are teaching in the summer look at the Self-Study Report.

The team will look at the evidence.

We are the first of few universities being evaluated under new criteria.

AAR students will be doing a lot of scanning so there will not be any binders for the team to look at.

HLC Committee Meeting

May 2, 2013

Page 2

If there is anything on the website that isn't right, please let Dr. Cooksey or Dr. Hogue know about it.

Following are the areas from last year that the team will look at:

Shared Governance

Assessment

On-Line Education

Strategic Planning

We need to be sure to send the team to the page they need on the website and not to just the website.

Meeting adjourned at 12:55 p.m.

Submitted by

Chris Collins

Assistant to AVCAS