**HLC Steering Committee Meeting**

**4/29/10**

**3-4 p.m. Library – 8th Floor Board Room**

**Present:**  Dr. Osa Amienyi, Dr. Beverly Boals-Gilbert, Chris Collins, Dr. Lynita Cooksey, Russ Hannah, Nancy Hendricks, Julie Isaacson, Dr. Kathryn Jones, Dr. Cherisse Jones-Branch, Randy Martin, Dr. Greg Meeks, Dr. Andy Novobilski, Sarah Peoples, Dr. Jim Washam, Mark Young

**Absent:** Kevin Linker, Dr. Lonnie Williams

Dr. Cooksey called the meeting to order at 3:00 p.m. She asked that each member of the committee introduce themselves and then she discussed the charge of the committee. She asked that Sarah keep the students informed and asked the faculty members of the committee to keep the faculty informed. She indicated that we, as a committee, will be the educators: Educate the campus on why this is important.

Dr. Cooksey discussed the 5 Topics and Criteria that we need to show evidence.

We will create a timeline and the dates for the visit in the fall of 2012 will be received in the fall of 2010.

The President of the ASU University System and the Provost will be made aware of what we are doing.

We need to identify weaknesses and how to improve and then identify strengths and celebrate them.

**HLC TEAM**

There will be around 8-10 people on the HLC Team and we can ask them to give us advice on areas we need help with.

We will have host groups for various members of the team.

The usual procedure for the HLC Team is:

The team will arrive on Sunday at their hotel and then will be on campus all day Monday – Tuesday. Tuesday night they will decide accreditation or focus visit, or not worthy of accreditation. Wednesday morning they will visit with the Chancellor alone and give their verdict, then will give an oral report for public attendance (no questions) until final written report is received, goes to HLC, Board, etc. and then final report comes in.

When the dates are received, then the campus is asked to clear dates on the campus/no travel etc.

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**HLC ANNUAL MEETING**

Discussed the HLC Annual Meeting in Chicago and asked Chris to mark the calendar for September or October to start setting up for this meeting in April 2011.

Julie suggested tying Self-Study and Strategic Plan together.

Dr. Novobilski commented that we need to get something of value from this effort.

\*People had fun – engaged students in amazing ways!

Dr. Meeks - on-line resource room discussed.

Dr. Cooksey indicated that she didn’t feel that we would be totally paperless, but close to it. We will be providing most of our evidence electronically and Kathryn Jones is working with TrakDat.

Dr. Cooksey asked the committee members which subcommittee they would like to be on and asked that they think about three (3) choices and submit them to Chris.

This summer get in touch with Faculty/Staff/Students.

Dr. Cooksey indicated that members of the committee may co-chair a subcommittee or chair a committee.

Self-Study Timeline

Dr. Cooksey indicated that we would be organizing today and that the kick-off for this would be at the Faculty Conference on 8/18/10. She would like to do something with the staff and students. The faculty had a BBQ last year.

Sub-committee work – In September decide what work to do.

In the fall, begin work on the new Strategic Plan – Dr. Cooksey asked Dr. Howard to put it in the Self-Study.

Invite Karen, HLC Liaison, to campus to meet with the Steering Committee and sub-committees.

**FINAL REPORT**

HLC will need **eight weeks** before visit – will be in electronic format.

**Reserve rooms for everything: hotels, transportation, campus tour etc.**

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Dr. Cooksey can tweak the timeline.

Dr. Cooksey indicated that we need a **theme**.

**KEY ELEMENTS FOR SELF-STUDY**

1. Strategic Planning
2. Shared Governance
3. Growth in International Students & Distance Education
4. Assessment
5. Future

Asked the committee to talk to friends, review five criteria, review HLC website.

At the last Annual HLC Meeting it was indicated that we would transition into Pathways reporting – every 3-4 years. (PEAQ & AQIP) As soon as Dr. Cooksey has more information she will direct to the committee.

Dr. Washam asked if each sub-committee would have a blend of faculty, staff and students and Dr. Cooksey indicated that yes, they would.

Russ Hannah asked what the size of the sub-committees would be. Dr. Cooksey indicated that there could be sub-committees within sub-committees. Need to wait to see how many volunteers we get.

Dr. Kathryn Jones indicated that we need a Federal Compliance sub-committee.

**\*\*Dr. Cooksey indicated that we need to establish a time to meet but we don’t know the fall schedules yet.** Contact the committee in August for schedules.

\*\*Set up BB site for minutes.

Dr. Meeks asked about programs that haven’t done assessment and Kathryn Jones stated that if it doesn’t exist it doesn’t exist, however; we need to show good faith effort.

Sarah Peoples suggested that we do some things during Welcome Week to introduce HLC. (SGA/Faculty Senate/Staff Senate)

Randy Martin commented that something could be done during divisional kick-offs in the fall.

Dr. Cooksey indicated that she would like to visit with Facilities about this process.

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Meeting adjourned at 4:05 p.m.

Submitted by:

Chris Collins

Assistant to Dr. Lynita M. Cooksey