**HLC Steering Committee**

Meeting Notes

April 22, 2010 – 3:15 p.m.

Presidential Room-Maucker Union

Present: Chatham-Carpenter, Cutter, Hanish, Hays, Licari, Martin, Morgan, Murtha, Patton, Uehle, Upah, Vinton, Wilson

Absent: Arthur, Buse, Kaparthi, Neibauer, Pease

Proxy: Mary Taylor for Jim O’Connor

1. Welcome-Mike

Mike and Barbara recently met with Dr. Gibson and she asked them to forward her thanks to the committee for their work thus far on the reaccreditation project.

2. April 8, 2010 meeting notes

The notes will stand as distributed.

3. Update on HLC Annual Meeting

*Meeting with Bob Appleson*

Barbara, Mike, Donna, Gloria Gibson, Christie Kangas and Kerri Clopton (from the FoE Transfer Study project) met with our HLC liaison, Bob Appleson, during the HLC Annual meeting. Some points that Dr. Appleson made:

-Don’t necessarily need an addendum.

-The review team will compile a skeleton itinerary but it will have holes so they can be flexible while on campus. We will have a sense of who they want to meet with before they arrive.

*Possible Bette Midgarden visit in August/September*

Dr. Appleson indicated we may invite the chair of our evaluation team to campus in the fall prior to the team’s visit. We have invited Dr. Midgarden to come in September but no date has been set.

*Information learned from other schools about the site visit*

Mike and Barbara talked with staff from a few institutions at the meeting. One of the topics was the length of the self-study - this topic was discussed with Dr. Appleson, also. He suggested we might want to consider cutting the length of the written report. After Mike and Barbara met with Dr. Gibson today, the decision was made to have two stand alone documents – the HLC report and the FoE report.

*Outside reader for self-study*

President Allen is going to contract with an outside reader for the report.

4. Campus Education Plan

There are some tasks that could be started this summer, e.g. a brochure that would be distributed to faculty and staff. Mike asked for a subcommittee to draft a brochure – Donna and Siobahn volunteered. UMPR needs to have the context by August 30.

Kate has volunteered for hospitality and logistics surrounding the team visit (meeting rooms, escorts, food, gift baskets, transportation, etc.) Mike asked for volunteers to help Kate – Barry and Siobahn volunteered.

Steering committee members will be needed to visit with all constituents on campus in the fall to discuss the HLC accreditation project and team visit. Mike and Barbara are planning to meet with several campus groups but will need additional members to assist.

Other suggestions for educating campus include:

-Integrate a message into the printout of a student’s schedule - Phil will check on this.

-Insert a printed piece into orientation packets or bags at University Book & Supply.

-Load new mission and vision statements on TV monitors, computers in labs, etc.

5. For the good of the order

The Steering Committee will not meet again until fall.