

**MEETING MINUTES
HLC STEERING COMMITTEE
MISSOURI STATE UNIVERSITY
March 26, 2013**

Present

James Baker	Rob Hornberger
Bill Cheek	Tamera Jahnke
Lynn Cline	Etta Madden
Rachelle Darabi	Matt Morris
Thomas Dicke	Elizabeth Rozell
Keri Franklin	Don Simpson
Steve Foucart	

The February 19, 2013 minutes were approved with no changes.

Tammy shared information about the upcoming HLC national conference in Chicago. Those attending the conference will share what they learned at the next meeting.

HLC campus communication additions:

April 26, 2013	Student Development/Public Affairs	Rachelle Darabi
May 8, 2013	Graduate Council	Tammy Jahnke

Please send any additional presentation information to: SherryJJones@MissouriState.edu.

Keri Franklin provided a QIP update. 53 faculty and staff will be participating in the collection of evidence which includes over 1300 students.

The steering committee noted the recommended changes to the assumed practices that HLC is considering. Tammy and others will monitor the HLC website and watch for any permanent changes.

The steering committee discussed the work done by a long-range planning sub-committee assigned to graduate education. Tammy will look into the date of the report and whether the graduate council or another committee might be interested in updating the document.

Dual Credit in U.S. Higher Education: A Study of State Policy and Quality Assurance Practices is now posted on the HLC homepage - <http://www.ncahlc.org/>
Click on the link to the “review of dual credit” report.

The final report to HLC can include up to five web links. If those links were chosen today, they might include: Policy Manual, the catalogs, the faculty handbook, the staff handbook, and the Long Range Plan.

The committee agreed that linking the Long-Range Plan to the Criterion and Core Components would be a good idea for communication and reviewing. Suggestions included:

- creating a spreadsheet with the objectives and including a column for the criterion most closely associated with each objective.
- creating an addendum to the long-range plan with a hotlink to the objective.

Tammy agreed to meet with Paul Kincaid and his staff to determine the best way to link the long-range plan to the HLC criterion and core components. Bill Cheek, Keri Franklin and Don Simpson will work with Tammy and Paul Kincaid to determine and appropriate plan. The proposed links will be presented at the first HLC Steering Committee meeting in the fall of 2013.

The proposed schedule for 2013-2014 was presented to the steering committee and approved with the noted change above for work by a subcommittee over the summer.

- Summer 2013 – Break for the committee.
- Fall 2013/Spring 2014 – Collection of evidence and monthly report of how we meet each criterion, QIP update
 - September – QIP update
 - October – Criterion 1
 - November – Criterion 2
 - December/January – Criterion 3
 - February – Criterion 4
 - March – Criterion 5

Monthly report will highlight the evidence and all of the good work of Missouri State. Monthly report will be published so that the campus community can comment and also add evidence that we have missed.

Next meeting date: April 16, 2013.