

**MEETING MINUTES**  
**HLC STEERING COMMITTEE**  
**MISSOURI STATE UNIVERSITY**  
**August 26, 2014**

**Present**

William Cheek	Keri Franklin
Lynn Cline	Rob Hornberger
Ken Coopwood	Tamera Jahnke
Ashley Crisafulli	Etta Madden
Rachelle Darabi	Matt Morris
Thomas Dicke	Elizabeth Rozell
Caleb Doyle	Don Simpson
Steve Foucart	Colette Witkowski

Tammy introduced two new student representatives on the committee: Ashley Crisafulli and Caleb Doyle.

The May 8, 2014 minutes were approved with no changes.

**HLC updates from the summer**

Paul Kincaid worked on rewriting all of the criterion reports and they are now in one voice.

Tammy and Sherry worked on collecting evidence and updating the evidence files.

Staff have been identified to work on the federal compliance document with a due date of December 1 for collection of all documents.

The change request to add Doctor of Anesthesia Practice (DNAP) was approved without a site visit. There are items to address in our report.

**Document packet for review**

The latest draft of the criteria for accreditation and core components from HLC was provided to the committee. It includes some wording changes throughout the document.

The committee received the Summary of 2005 report from March 1, 2013 including strengths and weaknesses. Committee members were asked to check for any information that may be missing that should be included. Information from this summary must be included in the assurance argument.

Additional Locations Reviewer Form from December 2011 indicates a number of items that must be addressed in the assurance argument.

The HLC guidelines for determining qualified faculty and the guidelines for dual credit were provided to the committee for review.

## **Review of the latest draft of criterion 1 with evidence.**

The committee was asked to read this document carefully and check for missing items, verify the accomplishments and areas of concern; and check the evidence file.

### **Timeline 2014-2015**

A timeline and communication plan was discussed for tasks to be completed before the accreditation visit in October 2015.

#### Timeline

Items to be completed by May 2015

- Assurance Argument (which includes all evidence)
  - HLC Steering Committee will review Criterion 1 and evidence file at August meeting.
    - Is this the best way to present our latest work?
  - HLC Steering Committee will receive drafts and evidence file at Sept. meeting.
  - Campus community will be invited to review draft assurance argument Oct/Nov. (During this time the latest draft will be put into HLC Assurance file along with evidence.)
  - HLC Steering Committee (subcommittees) will prepare another draft based on feedback by January 15, 2015.
  - In January all steering committee members will be given access to the assurance document to review specific sections. Others will also be given access as needed.
  - Collect feedback from constituents through March 15, 2015.
  - Make final changes to assurance argument. Update evidence files as needed from March 15-May 15, 2015.
- Write an executive summary for all employees, students and external constituencies.
  - This will focus on strengths noted in each criteria along with our noted weaknesses (challenges, opportunities).
- Federal Compliance Report
  - Will work with Federal Compliance Committee and others to collect all data/evidence by December 1, 2014.
  - Tammy and the committee will write the report by February 1, 2015 for review by administrative council and others.
  - The report will be reviewed again in May/June to see if anything needs to be updated.
- QIP report is due before the end of the spring semester of 2015. Keri Franklin has the report documents and will complete this task.
- Review of assumed practices – I would like for the steering committee to review this list and our draft of evidence before February 1, 2015.
- Figure out when and how we will comply with the new student survey requirement.
- Post a link to obtain third party comments – this needs to be done in the spring.

## Communication Plan

Post latest drafts and evidence files for campus review by 10/1/2014.  
Provide a mechanism for online feedback.

Fall – presentation updates to administrative council, academic council, AAA, Faculty Senate, Staff Senate, SGA, BOG, college meetings, division meetings.

Spring – presentations to all of the same groups to talk about the final draft, the executive summary and to prepare everyone for the site visit.

### **Next HLC Steering Committee meeting dates for 2014:**

**September 16**

**October 21**

**November 18**