

**MEETING MINUTES
HLC STEERING COMMITTEE
MISSOURI STATE UNIVERSITY
September 8, 2015**

Present

William Cheek	Steve Foucart
Lynn Cline	Rob Hornberger
Ken Coopwood	Tamera Jahnke
Ashley Crisafulli	Elizabeth Rozell
Thomas Dicke	Colette Witkowski
Keri Franklin	

The September 1, 2015 minutes were approved with no changes.

HLC Team Visit

Updates to the schedule for the team visit and updates to the invitations to the open forums.

The basics of the site visit are posted at www.missouristate.edu/hlc. HLC Steering Committee members, please use this as you contact the groups that you are assigned to contact. The only thing that will change is that we will add the open forums for the 1-2 areas of focus/improvement just as soon as we know the topics.

Tammy will work with University Communications to get the schedule in Clif Notes and Inside Missouri State for the two weeks prior to the visit.

Tammy still needs lists of attendees for Distance and Correspondence Review (Joye Norris has been notified), Facilities Review (Matt Morris has been notified), and Federal Compliance (Tammy is working on this one with several).

Open Forums – All are welcome to attend any open forum that they wish to attend. The recommendations below are to personalize invitations to these groups to specific forums. The final name listed is the person who is in charge of making the contact within the next two weeks. A contact name, typically a committee chairperson, often follows the name of the group. Color coding has been used to help you find your name.

Criteria 1 and 2

Public Affairs staff – Rachelle Darabi

Provost Fellows and Past Fellows – Rachelle Darabi

Service Learning staff and students – Tammy Jahnke

Community Involvement and Service, Alex Johnson – Tammy Jahnke

Student Engagement staff and students, Tara Benson - Ashley Crisafulli

USA Program members – Matt Morris

Faculty who worked on QIP – Keri Franklin

Strategic Planning Task Force – Tammy Jahnke

Academic Integrity Committee, including students, Tom Tomasi – Tammy Jahnke

Distinction in Public Affairs students, Tara Benson - Ashley Crisafulli
SOAR Leaders – Ashley Crisafulli
University Ambassadors – Ashley Crisafulli
Staff Diversity Coalition Task Force, John Chuchiak – Ken Coopwood
Student Conduct, Andrea Weber – Tammy Jahnke
All Diversity Groups – Ken Coopwood
Compliance Risk Management Committee – Tammy Jahnke
First-Year Experience Peer Leaders and past leaders – Ashley Crisafulli
Faculty Senate, Sharmistha Self – Tammy Jahnke
SGA – Ashley Crisafulli
Staff Senate – Matt Morris

Criteria 3 and 4

Academic Advisors Representatives (all advisement centers) – **Libby Rozell** (COB), **Colette Witkowski** (CHHS), Tammy Jahnke – COE and Advisement Center
Academic Advising Council members, Allan Liggett – Tammy Jahnke
Student Success staff including Bear Claw – Rachelle Darabi
Library Staff – Lynn Cline
Computer Services Staff – Matt Morris
Human Resources Staff – Matt Morris
Assessment Council and staff – Keri Franklin
SGA Assessment Committee – Ashley Crisafulli
CGEIP members, Josh Smith and Jack Llewellyn – Tammy Jahnke
Diversity staff – Ken Coopwood
Graduate Council. Julie Masterson – Tammy Jahnke
Graduate Assistants, Julie Masterson – Tammy Jahnke
Graduate Students, Julie Masterson – Tammy Jahnke
Research Administration – Tammy Jahnke
Institutional Research – Tammy Jahnke
Student Success Committee – Rachelle Darabi
Career Center Staff – Tammy Jahnke
SOAR leaders – Ashley Crisafulli
First-Year Experience Peer Leaders and past leaders – Ashley Crisafulli
Resident Assistants – Tammy Jahnke and Ashley Crisafulli
Resident Life Staff – Tammy Jahnke
University Ambassadors – Ashley Crisafulli
FCTL Staff and committee – Tammy Jahnke
Faculty who worked on QIP – Keri Franklin
Study Away, Elizabeth Strong – Tammy Jahnke
Institutional Review Board – Tammy Jahnke
Honors College – Tammy Jahnke
Student Affairs Planning and Assessment Team, Thomas Lane – Tammy Jahnke
Faculty Senate, Sharmistha Self – Tammy Jahnke
SGA – Ashley Crisafulli
Staff Senate – Matt Morris

Criteria 5

Visioning Committee, Ryan DeBoef – Tammy Jahnke

Strategic Planning Task Force – Tammy Jahnke

All Budget Committees – **Steve Foucart** – executive and administrative

Greg Rainwater – Academic – Tammy Jahnke

Deans – College Committees – Tammy Jahnke

Budget Officers from each college – Tammy Jahnke

Financial Services staff – **Steve Foucart**

Student Leaders – Ashley Crisafulli

Institutional Research Staff – Tammy Jahnke

Faculty Senate, Sharmistha Self – Tammy Jahnke

SGA – Ashley Crisafulli

Staff Senate – Matt Morris

Information Technology Council – Matt Morris

Planning, Design and Construction, Doug Sampson – Matt Morris

Notes on logistics for October 4-7

Sunday, October 4

Tammy can take care of picking people up at the airport. Bill Cheek volunteered to help as needed.

We can set up the workroom at the hotel late on Friday afternoon. Ken McCrory will be on call on Sunday evening.

Monday, October 5

Bill Cheek and Lynn Cline will meet our guests in lot 4 (Tammy will get a specific time from the team chair). They will escort them to their work room in the library and then to Carrington 203 for the first meeting.

Restaurant Lists have been prepared.

Next HLC Steering Committee meeting dates:

September 17

September 22

September 29