

# HLC Steering Committee Meeting

Tuesday, May 19, 2015 3:00 – 4:30 PM Room AC 105A

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## Minutes

### Attendees:

Michel Hillman	Fran Padow	Jon Burke	Chris Kelly
Michael Banks	Mickey McCloud	RossAnn Dowling	Patricia Amick
Kristy Edmondson	Carol Winters	Leo Hirner	
Liz Miller	Quentin OChieng	Tristan Londre	

### Absent:

Beverly Jennings	Kim Glackin	Melissa Marr	Mindy McCallum	David Gann
DeAnna Skedel	Joseph Roche	Anita Leverich	Kristy Bishop	Cheryl Carpenter
Randy Leighton	Joe Seabrooks	Cynthia Proctor	Crystal Johnson	

## Welcome

Michel Hillman welcomed the group. He stated that as our visit draws near the HLC visit will be on every board agenda. The deadline is fast approaching so please turn in all narratives complete or incomplete. All criterion narratives need to be submitted by August. The full narratives and executive summary will be sent to the campus in-service events for input. The Board will also have the opportunity for input on the final work.

Mike would like the HLC Steering Committee to meet twice in September. October may also require two meetings because of all of the logistics information that will be coming together at that time.

A decision was made for the HLC Peer Review team will be staying at the Embassy Suites. Kristy Edmondson and Carol Winters viewed several hotels and the Embassy Suites won. Their work areas in the executive suites really worked for the needs of the evaluators.

Dr. Seabrooks will be the co-chair with Chris Kelly for Criterion 1. He brings a great linkage with the community and will be sending a survey out to the campus community soon.

We have some vacancies at the campus level for campus liaisons. Mike will be reaching out to those campuses so each campus will be prepared for an HLC visit.

Kristy Bishop is currently at an institution serving as a HLC peer reviewer. She wanted to remind everyone to attend the Summer Symposium in July 17<sup>th</sup> from 8:30 a.m. to 12:00 p.m.

## Committee Updates

Criterion 1-The only pieces Chris Kelly needs to write the HR piece and DSS. She was happy with the addition of Dr. Seabrooks to the team and that his focus will be tying the diversity work to our mission.

Criterion 2-Is still lacking content on Strategic Planning and Policies. Our Board is very interested in reviewing our proposed policies. Mike stated that in June the Strategic Plan will be presented to the Board.

Criterion 3-This group is finishing up the writing with data that has been received.

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Criterion 4-Cynthia was not available for this meeting but it was noted the external reviewer was satisfied with the work done on this narrative.

Criterion 5-This group is waiting for end of year financial numbers and more information on the Strategic Plan before completion.

Carol Winters will contact our Communications Manager to re-send a link to our Blog.

A part time faculty and Dual Credit credentials project will be a top priority in June. This will be discussed at the Dean's meeting on May 28<sup>th</sup>.

The meeting was adjourned at 4:05 p.m.