

# HLC Steering Committee Meeting

Wednesday, June 26, 2013 2-4:30 PM Room AC 105A

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## Minutes

Attendees: Paul Long, Fran Padow, Kristy Bishop, Kristy Edmondson, Mindy McCallum, Karen Moore, Jon Burke, Casey Reid, Rory Perrodin, Chad Montuori, Joe Roche, Chris Kelly, Michael Banks, Shelli Allen, Temeca White, Cheryl Carpenter, Tristan Londre, Patricia Amick, Michelle Schmiedler

### **Introductions and Agenda Review**

Existing members introduced themselves to the Campus Liaisons.

### **HLC Resource Notebook**

Each attendee received a notebook which contained reference material. This notebook is to serve as a resource for the committee chairs and to familiarize the campus liaisons with their role.

### **Review of the HLC Portal**

Kristy Bishop presented a walk through demo of the actual HLC portal site. Committee chairs recently received usernames and passwords to the site. Kristy Bishop also presented a draft version of the process to document submission. The group was asked for feedback or comments. The draft version was accepted.

### **Assurance Committee Updates**

Assurance Criterion #1 is divided into two pieces. Chris Kelly is the committee co-chair for Diversity. She is currently waiting for approval of her committee members. Dates have been selected for meetings and she has arranged her calendar to attend all of Michelle Schmiedler's meetings.

Michelle Schmiedler is the committee co-chair for Assurance Criterion #1 which focuses on Communication. She has contacted her committee members and has also scheduled meetings. She has also rearranged her calendar to attend all of Chris Kelly's meetings.

Assurance Criterion #2 is co-chaired by Shelli Allen and Jon Burke. Shelli and Jon along with Paul Long, Fran Padow and Tristan Londre and Carol Winters have reviewed a number of MCC Policies. It was found that a number of policies need updating. The group has divided up the policies to review and will make recommendations to the Chief of Staff for review by the Chancellors Policy Review Committee.

- Shelli Allen- Student Personnel
- Tristan Londre-Business and Finance
- Jon Burke-Administration
- Fran Padow-Curriculum & Instruction
- Paul Long-Personnel
- Faculty Member to be named-Facilities

Assurance Criterion #3 is co-chaired by Mickey McCloud and Rory Perrodin. They will need the assistance of faculty members. Chad Montuori and Joe Roche will be able to assist.

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Assurance Criterion #4 is co-chaired by Casey Reid and Cynthia Proctor. They have designated a dropbox for documentation and will start sending items soon.

Assurance Criterion #5 is co-chaired by Patricia Amick and Karen Moore. They have established Friday monthly meeting and are in the brainstorming phase. They have established their committee members; Brian Bechtel (MW), Gretchen Blythe (LV), Rebecca Waner (BR) and Terry Davin (PV).

## **Summer Symposium**

All members are encouraged to attend the Summer Symposium. The committees will provide further updates of their progress at the symposium. There will not be a HLC Steering Committee meeting in July.

## **Future Meetings**

The next meeting will be August 20th at 3:00 p.m. in the AC Boardroom. *The meetings were changed to the 3:00 p.m. time for future meetings to accommodate the attendance of faculty members.*

The meeting was adjourned.