

## **HLC Early Spring Meeting**

### **28 Jan 2016**

## **Meeting Notes**

**Attendees:** Karl Ohrn, Jodi Stassen, Mary Fontes, Brian Huschle, Sherry Lindquist, Mike Curfman, Carey Castle

**Absent:** Al Shervold, Lynette Neppel, Shannon Jesme, Curtis Zoller, Jim Retka

### **1) HLC Policy/News Update**

- a. Karl updated the group the HLC Policy for credentialing. He has completed review and assessment of all the CHE instructors and will be forwarding that information to MnSCU in the next few days. MnSCU is gathering data to complete a system position with HLC on the policy and compliance. NCTC policy for credentialing will remain the same until MnSCU policy is updated.
- b. Carey discussed the Program Navigator update sheet available on the N drive and how to access it. Typically, this is updated within two weeks of the AASC meeting as deans input PN.

### **2) C2C Update**

- a. Carey explained the webpage is in work through Chad's office right now with a goal of having the initial information completed over the next two months. Information will include a general description of the initiative, metrics, baseline data and then annual reports updating data changes. This information will be used to develop the final report due in the next two years.  
Carey will work with Brian and Mary to design a format for the webpage and then gather information, write the narrative, and complete metric reporting.

### **3) Assurance Report Status**

- a. Good start, committee members have started submitting information now so that we have begun development of a good assurance report for 2019. However, several core component areas do not have any development at this point and ALL areas (except summaries) should have developed a starting narrative with evidence files.
- b. Sherry will be reviewing/and editing the first year data beginning April 15. Anyone inputting information after that date will not have any editing completed till next year. The focus is to gather and edit over the next three years, finalizing everything in 2019. Capturing this year's information and building on it over the next few years ensures a great final assurance report.
- c. Do NOT complete the summary for each section if you have been assigned that area. We will do the summary only during the final report writing process in 2019.
- d. Sherry found a way to attach hot links directly into reports if needed. Jodi was able to try this out on the spot so it does work! Contact Sherry if you have questions.
- e. We want to involve everyone in these updates. However, there are key people responsible for each area. Several people are working in groups to complete each other's area but the more the merrier. More people means better input and a more comprehensive report. If you are not assigned an area, you may be contacted by others for your help. Again, we all need to helping in the development of this narrative.

**f. Assignments:**

1	Mission			
1.A	<a href="#">Core Component 1.A</a>	12/18/2015	<a href="#">Castle, Carey</a>	78
1.B	<a href="#">Core Component 1.B</a>	12/18/2015	<a href="#">Castle, Carey</a>	0
1.C	<a href="#">Core Component 1.C</a>	12/18/2015	<a href="#">Castle, Carey</a>	0
1.D	<a href="#">Core Component 1.D</a>	12/18/2015	<a href="#">Castle, Carey</a>	0
1.S	<a href="#">Criterion 1 - Summary</a>	12/18/2015	<a href="#">Castle, Carey</a>	0
2	Integrity: Ethical and Responsible Conduct			
2.A	<a href="#">Core Component 2.A</a>	12/18/2015	<a href="#">Fontes, Mary</a>	22
2.B	<a href="#">Core Component 2.B</a>	12/18/2015	<a href="#">Fontes, Mary</a>	48
2.C	<a href="#">Core Component 2.C</a>	12/18/2015	<a href="#">Ohrn, Karl</a>	117
2.D	<a href="#">Core Component 2.D</a>	12/18/2015	<a href="#">Ohrn, Karl</a>	128
2.E	<a href="#">Core Component 2.E</a>	12/18/2015	<a href="#">Fontes, Mary</a>	48
2.S	<a href="#">Criterion 2 - Summary</a>	12/18/2015	<a href="#">Ohrn, Karl</a>	28
3	Teaching and Learning: Quality, Resources, and Support			
3.A	<a href="#">Core Component 3.A</a>	12/17/2015	<a href="#">Huschle, Brian</a>	670
3.B	<a href="#">Core Component 3.B</a>	12/18/2015	<a href="#">Curfman, Mike</a>	324
3.C	<a href="#">Core Component 3.C</a>	12/18/2015	<a href="#">Huschle, Brian</a>	640
3.D	<a href="#">Core Component 3.D</a>	12/18/2015	<a href="#">Huschle, Brian</a>	306
3.E	<a href="#">Core Component 3.E</a>	12/18/2015	<a href="#">Curfman, Mike</a>	135
3.S	<a href="#">Criterion 3 - Summary</a>	12/18/2015	<a href="#">Curfman, Mike</a>	0
4	Teaching and Learning: Evaluation and Improvement			
4.A	<a href="#">Core Component 4.A</a>	12/17/2015	<a href="#">Stassen, Jodi</a>	656
4.B	<a href="#">Core Component 4.B</a>	12/18/2015	<a href="#">Stassen, Jodi</a>	210
4.C	<a href="#">Core Component 4.C</a>	12/18/2015	<a href="#">Zoller, Curtis</a>	0
4.S	<a href="#">Criterion 4 - Summary</a>	12/18/2015	<a href="#">Stassen, Jodi</a>	0
5	Resources, Planning, and Institutional Effectiveness			
5.A	<a href="#">Core Component 5.A</a>	12/18/2015	<a href="#">Zoller, Curtis</a>	0
5.B	<a href="#">Core Component 5.B</a>	12/18/2015	<a href="#">Jesme, Shannon</a>	0
5.C	<a href="#">Core Component 5.C</a>	12/18/2015	<a href="#">Jesme, Shannon</a>	0
5.D	<a href="#">Core Component 5.D</a>	12/18/2015	<a href="#">Retka, Jim</a>	0
5.S	<a href="#">Criterion 5 - Summary</a>	12/18/2015	<a href="#">Jesme, Shannon</a>	0