Attendees

| Name          | Present | Not Present
|---------------|---------|--------------
| AM- Aaron Miltenberger | Present |              
| CM- Christy Miller     | Present |              
| KD- Kevin Daniel      | Present |              
| ST- Scott Travis      | Present |              
| MS- Mark Schoenecker  | Present |              
| BM- Bill Mansheim     | Not Present |  
| CS- Carol Smith       | Present |              
| DS- David Svaldi      | Present |              
| HH- Heather Heersink  | Present |              

Meeting Agenda

Items for Discussion

- Mark and Kevin demo
- Kevin report back from HLC

Meeting Notes

- Question to the steering committee from Mark- can we put evidence items from confidential reports (Noell Levitz, executive summary that encouraged move to University, etc.)
- Access to assurance system for Carol?
- Question for Steering Committee- Bill’s involvement both with criterion 5 and federal compliance
- Best practices (from conference):
  - In each folder, include narrative document as well as supporting evidence in same folder (all in pdf format).
○ Put future links in bold font so we know where to insert hyperlinks. Put future links at the bottom of a section for Traci.

● What is evidence?
  ○ Select the most succinct, unambiguous, close to the source piece of evidence.
  ○ The quicker they can review our evidence the better.
● Review process (led by Carol) will be in stages/sections.

● Notes from 4/16 meeting:
  ○ Discuss strategic plan, planning holes- Report back from Carol and Kevin
  ○ Report back from steering committee- Template coming soon for all to use
  ○ Idea: Can this group start an inventory of all planning documents including office of responsibility, date last reviewed, and linkages to other plans?
  ○ Review Criterion 5 spreadsheet, can we identify areas that we can/should be moving forward that aren’t tied to the pending strategic plan?
  ○ Kevin idea-
    ○ Other topics from the committee?
● Discussion regarding strategic planning, and timing. What about when a new President starts in a few months?
  ○ Carol discussed the draft shared governance model, and will be moving forward with getting feedback to the campus. Discussion being had about when to roll out.
  ○ We don’t have an integrated planning process on campus. Suggestion to use the campus strategic plan as umbrella, and then tie in
  ○ Shouldn’t we be using our plans to help direct our decisions for things like East Campus?
  ○ Bill’s suggestion, use the 1319 KPIs as the KPIs for the institution
  ○ AI- Kevin send out a sign-up sheet for people to present/run these meetings
    ○ Kevin/Mark, Christy, Aaron, Bill, Carol, Heather, Scott
● List of known plans:
  ○ Strategic**
  ○ Academic Master Plan**
  ○ Enrollment mgmt plan
  ○ IT Master Plan
  ○ Library
  ○ Student Services Plan
  ○ Extended Studies
  ○ Residence Life
  ○ Athletics
  ○ Facilities Master Plan

Meeting Notes from 2/16

● Review calendar for HLC at:
  https://drive.google.com/a/adams.edu/file/d/0B1mdEWe7A-4rak42RVR6Vm1lQU5pNDM5TlZSa0pNT1RuOG1Z/view
● Review agenda for Session 1 campus Re-Accreditation meeting at:
  https://drive.google.com/open?id=0B2B9jWK4VPweWEd0N2ZEcHRPTUc5TmFWegxNeFvS0puZFdZ&authuser=0
• Watch Assurance demo video:
  http://www.campuslabs.com/hlc/video_tutorials.htm
• Review Margaret’s 3A Narrative draft at:
  https://docs.google.com/a/adams.edu/document/d/1XZB1oPN1B8Z9n1xWga5ukUI4OF4KVza9ewShJmFfq6k/edit
• Updates from each person regarding progress on sub-criterion
• Assurance system link:
  https://assurance.hlcommission.org/adams/team?Length=4

Decisions and Action Items

• KD to ask steering committee how to handle links to things such as meeting minutes, etc.
• KD to ask steering committee how to handle acronyms
• KD to ask how we handle things such as strategic plans and other plans that aren’t in place yet? Fixing the problems and filling the holes before writing the narrative.
• Is there an academic master plan? Check with Beez?

Next Meeting:
03/30/2015

Adjournment