Attendees

<table>
<thead>
<tr>
<th>AM- Aaron Miltenberger</th>
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<tr>
<td>CM- Christy Miller</td>
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<td>KD- Kevin Daniel</td>
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<td>ST- Scott Travis</td>
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<td>MS- Mark Schoenecker</td>
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<td>BM- Bill Mansheim</td>
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<td>CS- Carol Smith</td>
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<td>DS- David Svaldi</td>
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<td>HH- Heather Heersink</td>
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April 27 Meeting Agenda and Minutes

Items for Discussion

- Christy Miller HLC5 draft review
  - 5.B.2&3
    - Pres. Svaldi handling argument 1
    - Christy handling arguments 2 and 3
      - reviewed criterion text (available [here](#))
      - Will link to “Communications & Engagement Channels” document.
      - Suggestions:
        - Add link to A-Stater.
        - Add library engagement events.
        - Add comments about engaging the community

- Steering committee meeting update (4/16/15)
- Shared governance survey and chart
  - Idea: survey for feedback on new parts of chart

- Upcoming reports:
  - Aaron (5/11)
  - Bill (5/25) - Memorial Day - need to reschedule
  - Carol (6/8)

April 13 Meeting minutes

- 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.

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- 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=0B2B9jWK4VPweWEd0N2ZEcHRPTUc5TmFWeGxNmFvS0puZFdZ&authuser=0
- Review Margaret’s 3A Narrative draft at: https://docs.google.com/a/adams.edu/document/d/1XZBIoPN1B8Z9n1xWqa5ukUI4OF4KVza9ewShJmFfg6k/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:

Adjournment