Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>AM- Aaron Miltenberger</td>
<td>present</td>
</tr>
<tr>
<td>CM- Christy Miller</td>
<td>present</td>
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<tr>
<td>KD- Kevin Daniel</td>
<td>present</td>
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<tr>
<td>ST- Scott Travis</td>
<td>present</td>
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<tr>
<td>MS- Mark Schoenecker</td>
<td>present</td>
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<tr>
<td>BM- Bill Mansheim</td>
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<tr>
<td>CS- Carol Smith</td>
<td>present</td>
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<tr>
<td>DS- David Svaldi</td>
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<tr>
<td>HH- Heather Heersink</td>
<td>present</td>
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May 11 Meeting Agenda and Minutes

Items for Discussion

- Aaron Miltenberger - review of HLC5 5.D.2. Entire group read through the draft together.
- Discussion of how to capture web pages as pdf’s and hyperlink
- Discussion about need for coordinated planning. Kevin Daniel will lead a discussion with cabinet at tomorrow’s meeting as a new item of business.

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.

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
Meeting Notes from 2/16

- Review calendar for HLC at: https://drive.google.com/a/adams.edu/file/d/0B1mdEWe7A-4rak42RVR6Vm1IQU5pN
  DM5T1ZSa0pNT1RuOG1Z/view
- Review agenda for Session 1 campus Re-Accreditation meeting at:
  https://drive.google.com/open?id=0B2B9jWK4VPweWEd0N2ZEcHRPTuc5TmFWeGxN
  emFvS0puZFdZ&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/1XZBIoPN1B8Z9n1xWga5ukUI4
  OF4KVza9ewShJmFfq6k/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