1. HLC Annual Meeting Update

- 13 people going to Chicago
- Team members take care of travel plans on their own; consider Mega Bus
- David Atsales (Nelson’s office) will facilitate travel approvals and reimbursement
- Steering Committee meeting following HLC Annual Meeting will be a debriefing
- Please email Simon with additional questions regarding registrations

2. HLC Campus-Visit Space Update

- Kingsgate is coming along
- Evidence Room to be staged in Edwards then moved to TUC
- TUC: premium rooms overlooking stadium will be secured

3. Writing Team Reports and Discussion

- Level of accountability. Is your group making progress?
  
  **Criterion One**
  - Lots of good information
  - Don’t have governance section fully fleshed-out
  - Diversity
  - New mission statement included

  **Criterion Two**
  - Questions: Which areas should we be a leader in? Which are to be emphasized by us? Which are emphasized elsewhere in the document?
  - Answer: When we see rough drafts, it will be easier to answer questions about which group should be focusing on which sections.

  **Criterion Three**
  - Still gathering data. Outline echoes language of the handbook.
  - Looking for emerging patterns.
  - Where there are accrediting bodies, we have better and existing data.
• Where there is no assessment, there is no accountability. This is a validation of program review process—assessment leading to program change and improvement. Maybe we are on the right track.

Criterion Four (Ralph reported)
• Writing up Gen Ed assessment; they have a draft.
• Where is the research? How is research supported, rewarded, and recognized?

Criterion Five
• Have begun developing a survey—looking for external validation.
• Need community-based partner information and contacts.
• Are we more engaged and more visible than we have been in the past?
• Trying to frame our structure as both an asset and a liability.

4. Data Contacts for Colleges Delivered

Looking Forward:

March 20th Meeting:
• Nelson and Dawn update on HLC Communication Plan
• Discuss details of Mary Breslin’s visit
• Update of HLC Annual Meeting (Chicago) logistics
• Progress reviews from writing team chairs

April 17th Meeting:
• A de-briefing of the HLC Annual Meeting