



**2015 HLC Reaccreditation**

**Subcommittee: Mission**

**Meeting Date: 9/9/2013**

**Meeting Time: 3:00 PM**

**Members in Attendance**

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| <ul style="list-style-type: none"> <li>• Smith, Amy E</li> <li>• Browning, JoAnn</li> <li>• Frey, Bruce B.</li> <li>• Harding, Blane</li> <li>• Martin, Jack</li> <li>• Jennifer Sanner</li> </ul> | <ul style="list-style-type: none"> <li>• Schulte, Becky</li> <li>• Torres, Rodolfo H</li> <li>• White, Stacey Swearingen</li> <li>• Wilke, Phillip</li> <li>• Klute, Paul G</li> <li>• Tarar, Haider Sulaiman</li> </ul> |
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**Members Absent**

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| <ul style="list-style-type: none"> <li>• Mary Ryan</li> <li>• Searl, Jeff</li> <li>• Gronbeck-Tedesco, Susan L</li> </ul> | <ul style="list-style-type: none"> <li>• Hardy, Saralyn Reece</li> <li>• Lunte, Susan M.</li> <li>• Caboni, Timothy</li> </ul> |
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**Topics Discussed**

- Introductions, Rodolfo discussed attendance and plans for communication.
- Paul gave tour of the CampusLabs system; Rodolfo stated that the primary objective is to ensure that everyone has read access. Members who are comfortable with the technology will upload their own evidence and bullet list/narrative, those who prefer not to use the system will send items to Amy for uploading to CampusLabs.
- Initial approach is for each component team to generate a bullet list for their assigned component. Start by reading the corresponding section of KU's 2005 reaccreditation report; review the evidence uploaded into CampusLabs; consider, locate, and upload additional relevant evidence; and then draft detailed bullet list.
- Teams will bring bullet list to the meeting to present. The list can be shared either on paper or can be uploaded to the CampusLabs system prior to the meeting and can be viewed on the large screen in the meeting. Amy is available to help with these options.
- Rodolfo discussed the division of component teams, the assignments were primarily focused on each individual's expertise and work experience.
- Rodolfo discussed the criteria crosswalk; this document is helpful in locating corresponding sections in the 2005 and 2015 reports as the HLC has changed the criteria.
- Committee discussed evidence, and that the existence of a particular office, policy, or program may not be sufficient on its own and it may be necessary to describe efficacy or attendance rates.
- Rodolfo discussed timeline for component team presentations; this was detailed on the agenda.

**Conclusions Reached**

- Members who are comfortable with the technology will upload their own evidence and narrative, those who prefer not to use the system will send items to Amy for uploading..
- Teams will prepare bullet list of evidence (similar to the format of KU's 2005 reaccreditation report) and will present these at the bi-weekly meetings this fall. Each team will decide if they want to upload the bullet points to the CampusLabs system and show that on the large screen at the meeting or bring printed copies of the bullet points to go over at the meeting.
- When members add info to the system, they will include a note in parenthesis including their name, the date, and the source of the information. This will help with tracking who made which changes in the future.

<b>Tasks</b>	<b>Date</b>	<b>Who is Responsible?</b>
<ul style="list-style-type: none"> <li>• Send URL (ku.compliance-assist.com) and cheat sheet, ask that they let me know if they cannot get into the system – cc Paul</li> </ul>	9/9/13	Amy
<ul style="list-style-type: none"> <li>• Send crosswalk document and</li> </ul>		Amy



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<p>sub-components of 2005 report</p> <ul style="list-style-type: none"><li>• Read component, review evidence from 2005 and read narrative, then begin working on the component</li><li>• Deadline for collecting any pieces through a survey or focus group</li></ul>		<p>Whole committee</p> <p>Rodolfo and Amy @ Steering Committee Meeting</p>
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**Outstanding Issues**

- none

**Other**

- none
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**Future Meetings (Date/Time/Location):**

- Next meeting – Monday, September 23<sup>rd</sup>, 3:00-5:00, in 248 Youngberg