HLC Workgroup  
Summary Minutes  
October 8, 2012 – December 3, 2012  
MHBR

Members: Elaine Bernstorf (Fine Arts), Jen-Chi Cheng (Business), Darren Defrain (LAS), Tiffany Franks (OPA), Donald Gilstrap (Library), Barth Hague (CLUR), Walter Horn (Engineering), Robert Manske (Health Professions), Joseph Mau (Education), Rick Muma (AAR), David Wright (AAR)

1. Assumed Practices – Review  
   a. The Workgroup began the process of reviewing Assumed Practices. Workgroup members documented compliance as outlined below (starting on October 8, 2012). The review continued until December 3, 2012.  
      1. Integrity: ethical and responsible conduct (Defrain/Gilstrap)  
      2. Teaching and Learning: quality, resources, and support (Wright/Franks)  
      3. Teaching and Learning: evaluation and improvement (Mau/Bernstorf)  
      4. Resources, Planning, and Institutional Effectiveness (Cheng/Horn)  
   b. Drafts of the Assumed Practices documents are located on the Workgroup’s shared drive. These documents are basically done; however, minor updates will need to be made before finalizing.  
   c. The Workgroup identified campus experts that had evidence for the Assumed Practices documents (e.g., Gina Crabtree, University Registrar and Mary Herrin, VP for Finance and Administration). Both attended meetings and provided information to document compliance with Assumed Practices.

2. Next meeting  
   a. The Workgroup will meet every two weeks starting on February 18, 2013.  
   b. The first item for discussion will be to review the QI project dashboard and, thereafter, will continue to refine the Assumed Practices documents and begin the criteria review.

Next HLC Site Visit  
Fall 2016-Spring 2017