



Steering Committee for the Oversight of HLC and Legislative Academic Compliance

MINUTES
January 22, 2015

+ Membership

Members Present: Ann Bentz, Kim Black, Linda Black, Sean Broghammer, Charlie Couch, Joy Landeira, Katrina Rodriguez, Paul Sharp

Absent: Marty Somero, Jeanie York

+ Approval of Minutes from 12-04-14

The Committee unanimously approved the December 4, 2014 minutes.

+ HLC Review Team Meetings-Kim Black

- Self-Study Report has been submitted to the HLC and is available for viewing @ <http://www.unco.edu/hlc/>. Additional information available on the HLC site: HLC Team biographies, Preparing for the HLC Visit-sample questions that may be asked.
- HLC Team meeting with the Academic Compliance Committee-Kim will update the committee when the meeting time is confirmed. Kim also outlined additional meetings that will be held with the HLC team throughout campus (for updates contact Kim). Kim asked Committee members to review the Federal Compliance Packet.
- Kim will continue to visit areas of the campus to present HLC information.

+ Student Complaint Process Update-Katrina Rodriguez

- Provost's Leadership Team input-terminology, recommended monitoring of the complaint categories/frequencies.
- Goal-February 1, 2015-website live (continue to monitor and provide training). The Committee discussed the designation of the coordinator and facilitator (assistant/associate dean vs. other).

+ Financial Aid

- External Review-FA Risk #6: Student Eligibility Not Checked Prior to FSA Funds.
Discussion: Method of confirmation of eligibility, compliance risk. What is the process at other institutions? Ann will follow up with Marty on the compliance risk.

+ Blackboard


- Scheduling Guidelines-reviewed document
- Instructional Methods-reviewed document
- Blackboard Guidelines-reviewed definitions (access eligibility), implementation procedures. Jeannie has forwarded process language, Ann will update the document.
- Blackboard Exception form-discussion on graduate level courses (400-500), double numbered courses that include 300 level. Additional conversation is necessary to correct the requirements for double-numbered courses.
- Curriculum Review Procedures and Documentation Requirements-draft document. Ann asked for Committee input on the draft language and outlined areas that need additional input from the Provost Leadership Team. Due to time constraints, discussion will continue at the next meeting.

+ Directed Study/Internship/Practica

Topic not covered due to time constraints.

+ Website: Student Consumer Information

- Calendar timeline clarification: Kim recommended that links containing data should be checked for updates annually. Informational links can be checked each semester. Lori noted that she receives a Site Improve report that outlines broken links on the main page, but will also check the embedded links regularly.

 **Next Meeting: Thursday, February 26, 2015 (10:00 a.m-12:00 p.m.) Carter 4th Floor Board Room.**

**Lori Riley
Recording Secretary**