

**Steering Committee for the Oversight of
HLC and Legislative Academic Compliance**

**MINUTES
March 26, 2015**

✚ Membership

Members Present: Ann Bentz, Kim Black, Linda Black, Joy Landeira, Marty Somero, Jeannie York.
Absent: Katrina Rodriguez, Charlie Couch, Sean Broghammer, Paul Sharp.

✚ Approval of Minutes from February 26, 2015

The Committee unanimously approved the February 26, 2015 minutes.

✚ HLC–Federal Compliance

- Chair Bentz thanked Committee members for all of their work on the Academic Compliance Committee, the UNC Self-Study, and the HLC Review Team visit.

✚ Directed Study/Internship/Practica

- The Directed Study document is currently being reviewed by the Faculty Senate Chair, Jack Temkin.

✚ Blackboard

- The Committee discussed the need for a policy for the use of Blackboard that is not related to a course such as discussion boards for faculty groups, student groups, or external entities. The Committee agreed that the policy needs to be separate from the academic course-related Blackboard guidelines.

✚ Student Consumer Information-Update Calendar

- The Committee discussed areas of the Student Consumer Information page that need additional links and/or updated links (<http://www.unco.edu/studentconsumerinfo/>). The Committee discussed methods of notification for those responsible for link maintenance (Outlook Calendar). The following additions/edits were recommended, along with recommended update notification timeframes:
 - Accreditation and Affiliation: Change “Catalog” link to the link that shows all catalog choices. Current link only directs to the undergraduate catalog. Specialized Accreditation-update March 1st of each year (Kim Black).
 - Campus Safety and Security: Emergency Response Plan-update August of each year (Lori B). UNC Campus Security and Fire Safety Report (update to the 2014 report)-update in October of each year.
 - Copyright Infringement: Copyright Basics-update link to direct to the Library webpage. Add a tab for Graduate level documents. Add (in May when completed)-“Student Intellectual Property Rights”.
 - Cost of Attendance: Financial Aid Net Cost Calculator-add a tab/link to the Graduate Tuition Calculator.
 - Drug and Alcohol Abuse Prevention Program: Add a link to Counseling Services and Prevention Education and Advocacy Services.
 - Financial Aid Information: Ask Marty to verify that the financial aid information is current.
 - Graduation and Retention Rates: Ask Paul to verify update dates.
 - Intercollegiate Athletic Program Participation Rates and Financial Support Data (Contact: Dan Scheid-Director of Compliance for Athletics to clarify the month of annual update).
 - Textbook Information: Ann will check on regulations.
 - Transfer of Credit Policies, Transfer Guide and Articulation Agreements: Add a tab/link for the Graduate School information.
 - Voter Registration: Linda/Ann will determine regulations and contact information for the link.

✚ Next Meeting: April 23, 2015 (10:30 a.m.-12:00 p.m.) Location TBD.

Lori Riley, Recording Secretary