



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

**MINUTES
April 23, 2015**

✚ Membership

Members Present: Ann Bentz, Kim Black, Linda Black, Sean Broghammer, James Broscheit for Marty Somero, Charlie Couch, Katrina Rodriguez, Paul Sharp, Jeannie York.

Absent: Joy Landeira.

✚ Approval of Minutes from March 26, 2015

The Committee unanimously approved the March 26, 2015 minutes.

✚ Student Complaint Process

- Graduate Council Questions/Comments
 - Is the complaint database an open record?
 - Will complaints be included in the faculty member's personnel file and/or used in annual evaluation?
 - Does the complaint process align with the Board Policy Manual?
 - Concern about lack of transparency; when is the faculty member notified of the complaint?
 - How are anonymous complaints tracked?
 - Student Process Flowchart-clarification of "approved" outcome
 - Resolution Facilitator Flowchart-clarification of responsibilities, procedures for disagreement
 - Who determines if the complaint is academic/nonacademic?
 - Transparency-the Graduate Council would like to be involved in future decision making processes regarding student complaint procedures.

Katrina will follow up on the Graduate Council's concerns. The Committee will continue discussion at the May 28th meeting.

- April 9th Sub-Committee Meeting-Student Complaints (Discussion Overview)
 - Complaint Procedures: Academic Appeal that includes a claim of discrimination-discrimination complaint should be investigated first per Satriana.
 - Policy Implementation: Connect the policy, procedures, and forms; assure alignment of policy/links/forms.
 - Create "UNCO" document for Student Complaint Procedures
 - Satriana can be consulted throughout the process
 - DSS procedures-website information versus current procedures
 - Student Process Flowchart/Facilitator Flowchart discussion
 - Create a SharePoint/Resource Site for facilitators? Create transition/training process (employee turnover).
 - Complaint tracking/data evaluation timeframes, deadlines
 - Complaint distribution-who determines the complaint type and distribution?
 - DOS webpage--"Report a Concern" versus "University Complaints"-clarification of correct form for type of complaint/report (rename?)
 - Include links on the forms to allow student to file a complaint with the HLC and/or OCR
- Title IX education has increased, so complaints could increase
- Police Safety Report-Does the report include off-campus activities? James will follow-up.

✚ Federal Requirements for Student Non-Attendance Verification

- Attendance verification, current UNC procedures/recommended procedures

Financial Aid's external review included concerns about verification of attendance (prior to financial aid funds being disbursed).

Loan regulations versus grant regulations (RE: attendance verification). Is UNC following state/federal guidelines?

Charlie has communicated with Adams State and CSU Pueblo officials about attendance verification procedures, and will forward documentation/information to James. James has a contact at Adams State and will follow up for additional information/guidelines.

✚ **Additional Compliance Concerns (Charlie)**

White House proposal for ranking/rating system (not endorsed by DOE), using IPEDs data. Concern about reliability/accuracy of IPEDs data, and the effects on University ratings.

✚ **HLC Update (Kim)**

The next HLC review will occur in <10 years. Another report will be requested in approximately 4 years, depending on the timeline that UNC is given by the HLC.

The report from the recent visit should be available in 4-6 weeks. UNC will be given the opportunity to respond to the HLC team findings.

✚ **Next Meeting: May 28, 2015 (10:30 a.m.-12:00 p.m.) Carter Hall 4th floor Board Room**

Lori Riley, Recording Secretary