



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

MINUTES

December 3, 2015

✚ **Members Present:** Ann Bentz, Kim Black, Linda Black, Stephen Luttmann, Katrina Rodriguez, Marty Somero, Jeanie York.

Members Absent: Sean Broghammer, Charlie Couch, Matt Goetzel.

Guests: Susan Hutchinson, Brian Luedloff, Mark Smith.

✚ **Chair's Report**

Ann Bentz welcomed Susan Hendrickson, Brian Luedloff, and Mark Smith.

✚ **Approval of Agenda/Minutes from November 19, 2015**

The agenda was approved unanimously. The Committee unanimously approved the November 19, 2015 minutes.

✚ **Academic Appeal Procedure Revisions**

- Luttmann suggestion: Ask Senate Chair (Merrill) to form an ad-hoc committee to review the amendment proposals (after other constituents have discussed), forward to Academic Policies Committee.
- Luedloff comments (document also forwarded to Committee): Custodian of records/recordkeeping, timeline for appointments to Academic Appeal Board (calendar year versus academic year appointment), preliminary hearing provision for period of discovery (may require adding days to the process timeline).
- Discussion: Counseling resources (list of available resources) for students, make sure students are aware of any changes made to the procedure (in Board Policy Manual) e.g. summer appeals. Documentation of appeals/recordkeeping (importance for HLC requirements)-possibly use Maxient Software program for tracking (DOS is using for Student Complaint Process). Resources needs: Additional institutional support for hearing process-additional administrative support (for Academic Appeal Board Chair) during hearing process.
- Hutchinson, Luedloff, Smith will meet to discuss additional amendment proposals, and subsequently ask for input from associate deans/deans. They will forward the amendment proposals to Ann for next steps.

✚ **Graduate Council Questions regarding the Student Complaint Process**

Ann, Katrina, and Stephen will attend today's Graduate Council meeting to discuss the Graduate Council questions regarding the Student Complaint Process. Lori will forward copies of the original questions to Frances for meeting distribution.

✚ **HLC Faculty Qualifications-Requirements (Kim Black)**

- HLC Document: "Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices"-Institutions have until September 17, 2017 to be in compliance (in November 2015 the HLC Board voted to provide an opportunity for institutions with dual credit programs to apply for an extension related to faculty in those programs).
- Implications for UNC (Kim Black)-additional items may be added in the future.
 - Review all UNC Board Policy, University Regulations, and hiring procedures related to faculty qualifications and revise if needed to bring the university into compliance;
 - Develop and implement a process for verifying that all current and future faculty meet minimum qualifications (appropriate degree OR required minimum graduate credits);
 - Develop a report or other process to document compliance with the revised requirements;
 - Develop and implement a plan for any current faculty who do not meet minimum qualifications;

- Develop or clarify a policy for using “tested experience” as a basis for determining minimally qualified faculty
- Develop or clarify policy for hiring and verifying qualifications of all dual enrollment instructors; and
- Disseminate information about new requirements to anyone involved in hiring faculty (including part-time, adjunct, dual credit, temporary, and/or non-tenure track faculty).
- Digital Measures-resource for report on faculty qualifications
- Next Steps: Share the information with the Provost’s Leadership Team for feedback on process and timelines for implementation (responsible parties).

✚ **Synchronous Sessions Update** (Stephen Luttmann)

The Synchronous (Simultaneous) Sessions Motion was presented to the Faculty Senate on November 23, 2015. The senators asked for additional time to discuss the language with their colleagues. Subsequently the motion was made into a major motion and remains on the agenda for December 7, 2015. Stephen will update the Committee at the January 28, 2016 meeting.

✚ **Financial Aid Prior-Prior** (Marty Somero)

- FAFSA currently available January 1 of application year (2016). Beginning 2017 FAFSA application FAFSA will be available in October of prior year (2016). Also the financial information for two years prior to the application year will be accepted (e.g. application year 2017, financial information accepted for 2015). Implications for UNC (financial aid is available earlier, offer letters are distributed earlier): may need to discuss the timeline for orientation, tuition and fee decisions/timelines, class scheduling.

✚ **Financial Aid for Study Abroad**

- Percentage of course offered online determines financial aid regulations (e.g.75% or more online is considered distance education).
- HLC Requirements/UNC Compliance
- Marty will research: Does the location of a distance program affect the financial aid availability?

✚ **Next Meeting: January 28, 2016 (10:30 a.m.-12:00 p.m.) Carter Hall 4th Floor Board Room.**

Lori Riley, Recording Secretary