



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

**MINUTES**

**February 25, 2016**

✚ **Members Present:** Ann Bentz, Kim Black, Linda Black, Charlie Couch, Stephen Luttmann, Jeanie York.

**Members Absent:** Sean Broghammer, Matt Goetzel, Katrina Rodriguez, Marty Somero.

✚ **Chair's Report**

✚ **Approval of Agenda/Minutes from December 3, 2015**

The agenda was approved unanimously. The Committee unanimously approved the December 3, 2015 minutes.

✚ **Synchronous Sessions in on-line courses – update from Stephen**

The Committee reviewed the language that was approved by the Faculty Senate on December 7, 2015. (The Senate proposed inserting the language in both 2-3-402(1) (b) On-Campus Programs and 2-3-402(2)(b) Off-Campus Programs, in both cases to be a new subparagraph (IV) with any subsequent subparagraphs):

renumbered accordingly. The Committee agreed to recommend the highlighted amendment proposals:

**Scheduling of Course Requirements**

**In addition to the course sessions announced in the Schedule of Classes, faculty may require attendance at course-relevant events (e.g., study sessions, training sessions, lectures, concerts, theatrical productions, online synchronous session). Such requirements shall be articulated in the course notes section of the Schedule of Classes as well as the syllabus, although specific times and dates may be determined during the progress of the semester or term.**

**In setting such requirements, however, faculty shall make reasonable accommodations for students with significant scheduling or logistical challenges by offering multiple opportunities or alternative means to satisfy a given requirement.**

Bentz will correspond with Luttmann regarding the amendment proposal.

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

- HLC Document: "Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices"-Institutions have until September 1, 2017 to be in compliance. Kim Black outlined an action plan for tasks that need to be completed for HLC compliance.
- FAQ: Faculty Qualifications Required by the HLC (Summary of HLC criteria)
  - Discussed issues that will need to be addressed through policy review and revision and development of documentation and verification procedures.
- Delegation of Responsibilities-Preliminary Discussion:
  - Review of all UNC Board Policy, University Regulations, and hiring procedures related to faculty qualifications, including dual enrollment instructors, for compliance with new HLC requirements.  
*Steve-General –delegate to Faculty Senate Committees*  
*Jeanie-Extended Campus*  
*Linda-Graduate level.*  
*Timeline: Present findings at the April 28, 2016 Academic Compliance Committee meeting/Spring 2016.*
  - Collect data for current faculty qualifications for compliance with new HLC requirements.  
*Kim, Ann-Digital Measures.*  
*Timeline: Spring 2016.*
  - Revise or create policies needed to comply with new HLC requirements regarding the following:
    - a. New faculty hires, including adjunct faculty
    - b. Assignment of courses by subfield
    - c. Hiring dual enrollment instructors

d. Currently employed faculty who do not meet minimum requirements.

*Graduate Council, Faculty Senate Committees*

*Timeline: Fall 2016.*

- Revise or create policy regarding development of vacancy announcements/position descriptions to include language consistent with new HLC requirements.

*Committee will discuss the proposed policies with Provost and Provost's Leadership Team*

- Next Steps: Present policy review findings at the April 28<sup>th</sup> meeting, correspond with Provost and Provost's Leadership Team. Develop a consistent approach to the communication: provide HLC documents: "Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices", "FAQ: Faculty Qualifications Required by HLC". Digital Measures can provide the data, but need to determine how the data will be monitored.
- Kim will draft a basic timeline for sharing with various committees.

 **Next Meeting: March 24, 2016 (10:30 a.m.-12:00 p.m.) Carter Hall 4<sup>th</sup> Floor Board Room.**

Lori Riley, Recording Secretary