



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

**MINUTES**

**February 22, 2018**

✚ **Members Present:** Ann Bentz, Olga Baron, Kim Black, Linda Black, Charlie Couch, Larry Loften, Marty Somero, Anne Toewe Gardiner Tucker, Rachel Walton.

**Members Absent:** Charlie Couch.

**Approval of Agenda/Minutes from January 25, 2018**

The Committee unanimously approved the January 25, 2018 minutes.

✚ **Chair's Report**

- Course Waivers: directors/chairs signing off on course substitutions/waivers in the liberal arts core. The Liberal Arts Council will distribute information to the campus community to clarify procedures.
- State Authorization and Compliance Administrator will be hired soon. The office space in Carter 2004 will be shared by Ann Bentz and the Compliance Administrator.

✚ **Review of January 25, 2018 Agenda Items**

- General Data Protection Regulation: Ann will follow up with Dan Satriana regarding enforcement requirements.
- Compliance with SACM Requirements:
- Online MBA: Additional discussion needed, RE: Financial Aid, Compliance, Graduate Council consultation (online practices, admissions, etc.) - Ann, Charlie, Marty, Nancy R., Linda.

✚ **Student Complaints Update – Tuck**

- Subcommittee membership: Olga Baron, Kim Black, Montez Butts, Kiki Gilderhus, Gary Heise, Larry Loften, Gardiner Tucker, Cindy Wesley.
- Provost's Charge
- Complaint types, processes, gap analysis
- Current UNC student complaint process
- Research practices at other institutions

✚ **Academic Appeal Procedure – Toewe**

The Academic Policies Committee (APC) has designated a Task Force for review/amendment proposals to the Academic Appeal Procedure. The Committee will forward recommendations to the Academic Compliance Committee before presentation to APC and Senate. Linda will contact Anne Toewe with additional discussion items related to graduate students, e.g. appeals heard in the summer.

✚ **HLC Faculty Qualifications - Kim**

- Verification options – credentials, earned degree, tested experience
- Department definitions of tested experience
- Kim is working with Mark Smith to prepare Digital Measures (DM) for HLC reporting request(s)
- Verification/processes - graduate faculty, adjuncts, exempt staff who teach
- Next overall HLC report is due June 2019

✚ **Incident Reporting Obligations - Olga**

- Current procedures – access gaps, what needs to be addressed
- Immigration incident reporting – importance of understanding international regulations
- Appoint sub-committee(s) to discuss reporting regulations, timelines, compliance, education, campus education

- Basic program information is available on the [CIE Website](#)
  - Graduate versus undergraduate regulations/compliance levels – university level, state level
  - Determine areas that need additional discussion versus education/communication and/or subcommittees.
  - Olga and Ann will meet to discuss next steps and analyze resources needed to sustain the process development
- ✚ **Dual Degree Risks and Expectations – Olga** (Topic not covered due to time constraints)
- NAFSA Collegial Conversations/notes 01/26/18 email
  - Mapping International Joint and Dual Degrees 12/12/17 email (reference links included)
  - Subgroup Discussion – Compliance with Transcript Evaluation (Ann, Charlie, Linda, Olga, Kim)
- ✚ **Next Meeting March 22, 2018 (10:30 a.m.-12:00 p.m.) Carter Hall 4<sup>th</sup> Floor Board Room.**

Lori Riley, Recording Secretary