

UAM 2025 Ten-Year HLC Comprehensive Visit
Steering Committee
August 26, 2024

Steering Committee Members present:

Ms. Crystal Halley
Mr. Jay Hughes
Ms. Dorissa Kaufman
Dr. Shanna Knowles
Ms. Dawn Reed
Ms. Anissa Ross

Mr. Mark Spencer
Ms. Bethany Wornick
Dan Boice

Excused: Mr. Frank Porto, Dr. Tracy Tucker

A. Updates:

1. The five **Criterion Chapters** have all been drafted. Our primary work for the next four months will be revising/rewriting/updating the prose and, especially, gathering evidence.
The drafts of Chapters Three and Four have been vetted by the Deans.
Dan will send out Chapter Two to the Deans soon.
2. Evidence Coordinator Bethany Wornick reported ongoing adding of evidence and updating of items. Dan will ask all Deans to gather updated CVs for all faculty.
3. The Schedule for the next six months is going to keep us busy. Dan will send out to all members of the Steering Committee the HLC instructions on the Student Survey.
4. The **report on our Quality Initiative**, our Guided Pathways project was accepted by the HLC.
5. Dan will notify everyone about the details of the visit of Dr. Linnea Stenson as soon as he has them.

B. Action Items

1. The group discussed membership of the **Local Arrangements Task Force**. This group will be making hotel reservations, locating appropriate spaces on campus for the Team, as well as preparing welcome baskets. Dan will contact prospective members as suggested by the Committee.
The Committee discussed the logistics of the visit and what kinds of rooms might be needed.
2. **Publicity & Campus Awareness:** We will need to find ways to keep the campus informed of the visit, and especially to have our students looking out for the survey, in order to get a good response.
3. **Multi-Campus Visit Preparation:** The HLC provides guidelines for preparing a report, with both a narrative and with data about each campus. Mr. Spencer will work

on the main narrative, while Ms. Kaufman and Ms. Reed will begin work on the sections pertaining to CTM and CTC.

C. Other Items:

1. Members discussed the HLC probation of SEARK College and noted important lessons for our own efforts. Mr. Spencer's conversation with a former administrator provided some details about SEARK's ongoing concerns, but also lessons for us.

D. Next Meeting: The Committee will meet again on September 9th at 2:00. Dan will send out a Zoom link.

(NOTE: This meeting will be held on Monday, the 16th)

**UAM 2025 Ten-Year HLC Comprehensive Visit
Steering Committee
September 16, 2024**

Steering Committee Members present:

Ms. Crystal Halley
Dr. Shanna Knowles
Mr. Frank Porto

Mr. Mark Spencer
Ms. Bethany Wornick
Dan Boice

Attending remotely:
Ms. Dorissa Kaufman
Ms. Dawn Reed

Ms. Anissa Ross
Dr. Tracy Tucker

Excused: Mr. Jay Hughes

E. Updates:

6. Dr. Linnea Stenson will be on campus next Thursday, September 26. The group reviewed her itinerary.
We noted that this is also the rescheduled date for hosting high schools, which ends at 1:00 p.m.
7. The five **Criterion Chapters** have all been drafted. We received some good comments and suggested evidence from having circulated Chapter Two. Chapter One can go out soon.
Adding evidence is now our main focus.
8. Evidence Coordinator Bethany Wornick reported ongoing adding of evidence and updating of items. Bethany noted that she can replace items, and the links to the old items are automatically updated.

9. The Hospitality Committee has begun its work, with the following:
 - a. Rooms for the Team have been reserved at the Hampton Inn.
 - b. The Team's workroom will be SSC 103H back in the Student Engagement area.
 - c. All other meeting rooms have been reserved.
 - d. The team is looking at where to suggest dinner for the Team.
10. The Multi-Campus Visit Report is being written and revised. Dan thanked Mr. Spencer and Dr. Tucker for their work on it thus far.
11. We received the names, credentials, and work experience for the five members of the Team. After discussion, the group noted NO conflicts of interest. Dan will check with the Chancellor to see if the Executive Council notes any concerns, and will report back to the HLC.

F. Action Items

1. None

G. Other Items:

2. None

H. Next Meetings: The Committee will meet again on Thursday, September 26th at 8:30 a.m. with Dr. Stenson in the Sandra Campbell Room.

The next meeting will be a Zoom session on **Monday, September 30th at 2:00 p.m.**, to debrief after Dr. Stenson's visit.

October 14th, 2:00 p.m. Sandra Campbell Room.

**UAM 2025 Ten-Year HLC Comprehensive Visit
Steering Committee
Remote Meeting October 14, 2024**

Steering Committee Members present:

Mr. Jay Hughes

Ms. Dorissa Kaufman

Ms. Dana Oursler

Mr. Frank Porto

Ms. Dawn Reed

Mr. Mark Spencer

Dr. Tracy Tucker

Ms. Bethany Wornick

Dan Boice

Excused: Ms. Crystal Halley, Dr. Shanna Knowles, Ms. Anissa Ross

I. Updates:

12. We received some very good corrections, updates, and suggestions for evidence for Chapter One. Frank and Dan are filling in the blanks on chapter five now that the financial numbers are pretty much set for the last fiscal year.
Now we are busy identifying, gathering, and linking evidence. Dan has asked the chapter authors to work with their subcommittees on this project. We're in really good shape at this point.
13. Evidence Coordinator Bethany Wornick had no report.
14. Dan reported that he and Chancellor Doss had a good meeting with the Dr. Jeryl Nelson, the Visiting Team Chair. He has provided a list of groups that he would like to meet with, so that Dan can start setting up a preliminary schedule. He noted that the team expects to be on campus all day on Tuesday, working on their report and perhaps finishing up with some meetings that they couldn't squeeze in on Monday. The Team will send one or two people to Crossett and McGehee for campus visits that could last up to three hours each, and hope to schedule these for days and times when there are classes in session, so they can talk with some of the teachers and students. Whether that will be Tuesday or Wednesday will depend on the COT schedules
15. The HLC sent information on the student survey we need to get back to them on how many students we will contact and note the medium for the survey which will be e-mail.

J. Action Items

1. **Student Survey** : Jay, Anissa, and Dan will meet and get this taken care of reply to the HLC by Friday.

K. Other Items:

3. Now that the trustees have approved the PhD program in Forestry, we will need to start the process for getting HLC approval for that program.

- L. Next Meetings:** The Committee may or may not meet again on Thursday, October 28th at 2:00 p.m., probably via Zoom.