Minutes

Members present: Doris Macdonald (chair), Brianno Coller, Marc Falkoff, William Goldenberg, Mary Elaine Koren, Murali Krishnamurthi, Kristen Myers, Elizabeth Towell, Laura Vazquez.

Ex officio present: Virginia Cassidy, Carolinda Douglass, Dan House, Donna Lynn, Chris Parker, Jeff Reynolds, Ritu Subramony.

1. Meeting called to order.
2. Parker and Subramony were introduced to the committee members that were absent from the July meeting.
3. Electronic comments from the community are being submitted from the HLC web site to the hlc2014@niu.edu email box. Comments may also be submitted directly to hlc2014@niu.edu.
4. Vazquez mentioned that the report looks great and is well-organized. However, it would be more helpful, at this point, if more of the links in the documents were actually working and active. Goldenberg mentioned that when he clicked on some links, he was sent to the cover of the document and then had to go back manually to the page he had previously been. It was mentioned that he may have had an issue because he was opening the document from within Blackboard. These issues will be resolved before the final version is ready.
5. Macdonald provided the following updates regarding the draft report.
   a. Regarding campus comment, Macdonald and Douglass have both been interviewed by the Northern Star and an article should appear in the paper soon. They were asked good questions and hope the article will help increase awareness across campus about the opportunity to comment.
   b. Regarding linked/resource room documentation, Macdonald thanked committee for helping with cover pages and documents. Some documents will be available in the Resource Room and some will be linked documents. Documents that are published online will be captured by Web
Communications and will be made available to the evaluators indicating the date of capture. Additional resources will be available to the evaluators in three forms:

i. Electronic files on a thumb-drive--documents will not be on the thumb-drive if the information is proprietary, the document is too large, and/or information is not available electronically. Many of these documents will be information captured from our web site so that a static version will be available to the evaluators.

ii. Hard copies in the Resource Room

iii. Electronic files on Blackboard

6. At the 4 October Steering Committee meeting, Macdonald will update the committee regarding the comments submitted from this committee and regarding comments from the university. She will also have more details about the shadow web sites, etc. The week of 7 October, the HLC Oversight Team will hold another boot camp, an update will be provided at the next Steering Committee meeting. Macdonald stated that she is feeling like there are places that we still need more data, she will get more specific after boot camp.

Committee was asked to look for places that may require more data when they read through the draft report. Douglass reassured committee members that 1 October is the cut-off date for including information about activities on campus that have or have not occurred; the activities will be reflected accurately in the report.

7. Douglass informed the committee that the HLC should inform NIU of the names of those that will make up the site visit team this coming month. She has asked the staff in the Office of the President to relay the information to the oversight team as soon as it arrives.

8. Douglass and Subramony gave an update on the Federal Compliance documentation. Subramony stated that she and Steve Wallace (Office of Assessment Services) have been contacting people across campus for required information. The internal collection deadline is 18 September. The information should be available in a report format by the end of September. Douglass stated that our Course Activity Documentation is in wonderful shape. In the summer
we had a 98.37% compliance rate. Douglass has received complaint logs for multiple years from the Office of the President. Subramony and Wallace are working on other areas for the report. Rebecca Babel from the Student Financial Aid is putting together a dossier of materials as well. We should be in good shape with Title IV information.

9. Committee discussed their initial observations regarding the draft report.
10. Next meeting will be 4 October 2013, please provide written feedback.
11. Meeting adjourned.