

# HLC Steering Committee

formerly Council for Institutional Effectiveness

**PURPOSE:** The HLC Steering Committee maintains the university's accreditation assurance argument and compliance requirements for the Higher Learning Commission.

**MEMBERSHIP:**

- Officers
  - Chaired by Assistant Provost/Dean of Graduate School. The Chairperson shall:
    - administer all business of the committee
    - meet with the Provost at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester to provide a progress report, and as needed to discuss committee issues and transmit information on charges as they are achieved
    - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester.
- Ex-officio
  1. Provost
  2. Assistant Provost/Dean of Graduate School
  3. Director of General Education
- Other
  4. Representative from IEQI
  5. 4 faculty members and/or members of Senior Leadership Team

**MEETING FREQUENCY:** The committee shall meet as necessary to conduct the business of the committee.

**PARLIAMENTARY PROCEDURE:** Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.