

Higher Learning Committee
Criterion 1
February 10, 2010
3:00pm – 5:00pm

Present:

Millie Tibbits, Human Resources
Leaugeay Barnes, Division of Health Professions
Mark Schneberger, Professor of English
Shelly Tevis, Division of Health Professions
Linda Cowan of Health Professions
John Helton, Division of Information Technology
Cordell Jordan, Marketing and Public Relations
Jane Carney,
Debby Martinez, Division of Health Professions

Leaugeay Barnes began the meeting.

Jane Carney provided the group with an overview of how the reply to the components should be composed. The timeline was for committees to have research done by the Fall 09 semester then Jane was to do the first rough draft from January through Spring Break. There has been some confusion about the format that the information should be written.

Each component should stand on its own and written in the manner that the people reading it do not have access to all the documents. The components can be numbered and there should not be a concern about repetition since Jane will streamline it.

The statements of evidence do not need to be written as prose but can be bulleted but should have specifics so the evidence can be found in the referenced documents. The format will be done by the people assigned to do the layout of the final document.

Most of the committees have been behind with the loss of Stephen Crynnes. The resource room has not been updated since Stephen has left the college.

The research from the Criterion groups needs to be specific as to where the data can be found. Jane did add that the format suggest that we provide graphs.

Also the committees will be required at some point to list of strengths and weaknesses.

After the first writing the document will be sent out for fact checking.

Linda Cowan provided Jane with a copy of the original document that had been composed in length. Jane will review the document and give feedback at a later date. Jane said there was a lot of good information in what she did see.

Each component should be broken down and a reply for each part of the component. When summarizing the components notations should be put in the margins for further discussion or questions. If there are any questions on what is being asked in the different components the committee can contact Jane for clarification.

The subject of diversity was discussed and Millie Tibbits will bring the information to the group when it has been compiled.

The committee will divide the components as follows:

- a. Mark Schneberger and Cordell Jordan
- b. Millie Tibbits and John Helton
- c. Linda Cowan and Mark Schneberger
- d. Shelly Tevis
- e. Leaugeay Barnes

They will each summarize the components and meet back on February 17, 2010 at 3:00pm to discuss the progress of each.

Jane has other people that would be willing to take part of the sections and help with the summaries if needed.

The committee members thanked Jane for attending the meeting.

The meeting was adjourned.

Submitted by: Debby Martinez