

HLC – Preparing for the Future Team Meeting Minutes

Friday, October 31, 2008

Present: Michael Franco (Chair), Michael Boyle, Jennifer Ball, Paula Gower, Sunny Garner, Mary McCoy

Absent: John Boyd, Mark Davis, Paul Buckelew

1. Michael Franco called the meeting to order at 1:05 p.m.
2. The *Documents* and *Questions* sections of the handout *HLC: Preparing for the Future-October 31, 2008* was reviewed.
3. The handout from Rose State College's HLC Report, *Chapter Four – Criterion Two* was examined for the format in which it was written. It appears the current self-study documents are written in a qualitative or narrative form. This will most likely be the form in which we will write our criterion two chapter. Michael Franco indicates our HLC facilitator, Andrew, confirms this fact.
4. Michael Franco reported, a theme for the OCCC Self-Study was discussed in the Steering Committee meeting. The title possibilities have been narrowed down to 1) *Where Tradition Meets Opportunity* and 2) *Where Tradition Meets Innovation*.
5. According to Mr. Franco, Bertha gave the Steering Committee a tutorial regarding Angel, with specifics on how to use this system. Bertha will enter our team members into the Angel system. There will be avenues for the HLC teams to communicate as a whole and separate communication groups for individual teams.
6. Criterion Two: 2a – 6th bullet was discussed. We brainstormed other possible areas of history and heritage. The Alumni Hall of Fame and the OKC Go programs will be added. Sunny Garner presented a long list of possibilities (Michael Franco recorded all possible programs). Others on the team had input as to other groups which might be considered. Michael will contact key people to find out more information about each suggested program. He will secure any available documentation regarding the various programs mentioned.
7. Point of reference needs to be identified as the contact person for obtaining program documentation.
8. Our next meeting will be Friday, December 5, 2008 at 1:00 – 2:00 p.m. in the Instructional Conference Room (same room as today's meeting was held).
9. Michael Franco adjourned the meeting at 2:00 p.m.

Respectfully submitted, Mary McCoy