

HLC Self-Study Committee Criterion #4

Wednesday, September 2, 2009
10:30 a.m.
Library Room 104

Meeting called by: Dana Tuley-Williams Type of meeting: Self-Study Committee

Attendees:
Vicki Gibson - absent
Dana Glencross - absent
Debbie Myers
Steven Shore
Rhonda Simpson
E. J. Warren
Dana Tuley-Williams

Minutes

Dana confirmed at the HLC Committee meeting that the evidence gathering will be for 3 to 5 years, not 10 years. All committees are working on gathering evidence and we are in line with the other committees. When you have gathered your evidence, please go ahead and put the information in Angel. Also note there is a virtual resource room. With the replacement of Stephen Crynes, there may be a new process and possibly a new naming convention for information gathering – Dana will provide additional information as available. When we review the list of evidence, there may be repeats.

Catherin Kinyon may be a resource for the committee information as we move forward on our draft.

General discussion of how to move forward in sharing the responsibilities of preparing the draft. The draft deadline is the end of the fall semester. Suggestions for a shared space for working on the draft included WIKI, Microsoft Live, PB WIKI. Everyone agreed that we needed tracking ability for changes to draft document. Debbie suggested looking at some of the You Tube videos for using WIKI's. Everyone agreed that we should set up one main document and allow each person to enter their evidence in the sections they have been assigned some responsibilities for. We reviewed a draft document being used by the Criterion Two group – it was submitted as an example to the HLC Committee and was accepted for general use for all criterions.

Dana will go ahead and set up a WIKI (or other shared space) and will notify each of us accordingly.

Steve provided a handout of his observations from the HLC Conference in Chicago in April.

Next Meeting

Next meeting will be used to discuss the shared space for working on the draft and continue to discuss information gathering progress.

Next meeting at 10:30 a.m. on Wednesday, September 16, 2009. Dana will notify everyone of the room location prior to the meeting.