

**Higher Learning Committee**  
**Criterion 1**  
**April 1, 2009**  
**2:30pm – 4:30pm**

**Present:**

Millie Tibbits, Human Resources  
Mark Schneberger, Professor of English  
Leaugeay Barnes, Division of Health Professions  
Monica Holland, Division of Health Professions  
John Helton, Division of Information Technology  
Carolyn Rouillard, Human Resources  
Debby Martinez, Division of Health Professions

Leaugeay called the meeting to order.

Leaugeay informed the committee that the Resource Room is open now. Also she had learned that the Criterion 2 committee has started writing.

Leaugeay asked if any of our committee members would be willing to work during the summer months and the majority were employed year round. John Helton will be on campus on Tuesday and Thursday, so they will try to meet to include John.

The Steering Committee wants Criterion 1 to start identifying evidence and sending it to Steve Crynes.

Mark Schneberger has put the letter together requesting information and Leaugeay has passed it along to Bertha Wise who had informed her that all requests for information should come from the Steering Committee and she has not received a reply to date from Bertha.

The committee started work on Section C

1C. A. The members of the Board are listed on the College's web site. Millie Tibbits will make the minutes of the Institutional Policy Review available and Carolyn Rouillard will provide the information from the Benefits Committee. These should help provide the evidence for bullet a.

B. Carolyn Rouillard will meet with John Boyd in regards to the Economic Development Needs.

C. Dr. Sechrist held an open meeting where each Division gave their reports and requested their budget. The committee will try to get a copy of each divisions report. Millie will check with Gary Lombard along with the President's office. Other people to contact would be the Dean's and Academic Affairs.

D. This will be accomplished by the response from the email that requests the Division and Department mission statements.

E. The Framed Red Thing would satisfy this bullet.

There was a discussion on whether new employees were given the FRT. If this is not part of the process the committee should **recommend** this be part of the process for new employees.

The Student Leadership Council should have documentation in their meetings to provide evidence needed to document how the students are informed of the colleges mission. If it was discussed during a meeting it would become official in the minutes.

The Work Force Center will be another avenue for evidence and the committee will need to contact PAC.

Mark Schneberger will do a rough draft and send it out before the next meeting.

The committee was questioning where the Self Study for 2001 was located electronically.

Monica volunteered to do a concept map so the information would be easier to comprehend along with different colored large post it notes to brain storm on.

Meeting adjourned 3:35pm

Minutes submitted by: Debby Martinez