

Criterion 2 Minutes
HLC Subcommittee Preparing for the Future

4/10/2009

The meeting was called to order at 1:25 p.m.

The members present were Jennifer Ball, John Boyd, Michael Boyle, Paul Buckelew, and Michael Franco.

Mr. Franco welcomed the group and reported that the Resource Room was still being put together.

He then gave a report from the last Steering Committee. Mr. Franco noted that each subcommittee was waiting to hear from Jane Carney, the report's author, how she wanted each report to be written. Mike added that Ms. Carney wanted each subcommittee to produce documentation that was uniform.

Mike suggested that at the next meeting, Friday April 24th at 1:00 p.m., we would break into smaller groups in order to tackle each core component.

Mike then supplied a template with bullet points that contained the core components and their subcomponents. Whilst he was handing this out he stated that Jane Carney wanted short declarative sentences and to stress "AHA" moments in the school's recent history. A committee member an example of an "AHA" moment was the completion of the World Languages and Cultural Centre.

John Boyd noted that the document Mike Franco had supplied had "cut and pasting errors".

Mike then asked if we needed anything from Stephen Crynes, the "Data Guy".

John gave a list of some important documents. These included "Mission" and "Ends" statements from each Division (e.g. Academic Affairs), Annual Plans, and Yearly Reports. John added that many of this documentation could be found in the Board of Regents Annual Plans. A committee member added that 5 monitoring reports on College ends are attached to the Board of Regents reports. It was also noted that we need to include the Achieving the Dream monitoring reports.

Jane Carney was then introduced to the committee. Jane then proceeded to give an overview of the overviews. She stated that she wanted a short summary of our report for the criterion we are investigating. She added she would like an introductory paragraph for each core component. Ms. Carney wanted bullet points underneath each intro paragraph that contained the reference to supporting documentation. She added that the most important supporting documentation be mentioned in the introductory paragraph.

Jane Carney reiterated that she wanted the document to be written with one voice and not compiled like the last one. She also stated that she wants to receive drafts submitted to her as soon as possible.

Mike then added that some supporting evidence may not be documentation but actual events such as the World Language and Cultural Centre.

Mr. Franco then wrapped up the meeting by stating that he would send out a new corrected template and that next time we would break into groups to deal with each core component. He would put the list on the ANGEL site and asked that the committee members look at it.