

HLC CRITERION 3 COMMITTEE MINUTES

February 26, 2009

The HLC Criterion 3 Committee met Thursday, February 26 at 12:30 p.m. Those in attendance were Kayla Fessler, Doug Gregory, Mike Reeves, and Anita Williams. Peggy Jordan, Catherine Kinyon, Mary Turner, and Susan VanSchuyver were absent.

Kayla Fessler has contacted Max Simmons, Dean of Science and Math. He is working to identify someone to replace Kristy Bailey on the committee.

Kayla Fessler also reported on the HLC Steering Committee Meeting held February 20.

- Greg Gardner emphasized the importance of tracing the general education assessment process over the entire 10-year period.
- The writer of the self-study announced at the steering committee meeting that a draft needed to be completed before the end of the Fall 2009 semester.
- Stephen Crynes reminded steering committee members that they needed to go through him before contacting other college employees.

The committee decided the following:

- Because of the requirement of a draft before the end of the fall semester, the committee will change their plan. Instead of gathering data on 3c and 3d in the fall, we will gather college evidence for all four parts of criterion 3 this semester. We will attempt to have a list to Stephen Crynes before nine-month faculty leave for summer.
- The goal of the committee is to have the first draft written by November 30, 2009.

Individual committee members were identified by the committee as the lead person on the remaining three parts (3b, 3c, and 3d) of criterion 3. Those assignments are included in an attached spreadsheet. Members should be reviewing their areas of responsibility and make a list of evidence they will need to support the findings. Also, Kayla Fessler will get with Stephen Crynes to try to obtain copies of all of the general education committee minutes since the last self-study.

The next meeting will be Thursday, March 26, in the Business/Finance Conference Room. No meeting will be held the third Thursday because of spring break.

The meeting adjourned at 1:20 p.m.