

# HLC Self-Study Committee – Criterion #4

Friday, March 6, 2009  
8:30 a.m.  
Library Room 105

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

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

## Minutes

Dana Tuley-Williams reported on the last Steering Committee meeting, held on February 20<sup>th</sup>, 2009. Dana spoke with Kayla Fessler, chair of the Criterion 3 committee, regarding duplication of work between Criterion 3a and 4c. Since the committee for Criterion 3 will be completing work on 3a before the committee for Criterion 4 will work on 4c, Kayla agreed that they would share (via Angel) all of their documents and work to prevent duplication of effort.

Dana reported that writer Jane Carney has asked the committees to forward any “a-ha moments” to her, so that they may be included in the final document forwarded to HLC.

Dana reported that she had inquired about the format of the data each Criterion Committee should forward to Jane. Bertha indicated that this had not been decided yet. However, once a committee completes a core component draft, they should send that to Bertha and Jane for review.

The committee agreed upon a calendar for the remainder of this semester.

March 27: Wrap up work on 4c and begin work on 4d.

April 3<sup>rd</sup>: Complete 4d if needed; review list of evidence needed, make arrangements for gathering of evidence.

April 17<sup>th</sup>: Several members may be absent at this meeting; may reschedule

## Next Meeting

Next meeting at 8:30 a.m. on March 27, 2009 in Library Room 105

