

# HLC Self-Study Committee Criterion #4

Wednesday, October 14, 2009  
10:30 a.m.  
Academic Affairs Conference Room

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

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

## Minutes

Dana showed Jane the PB Works Wiki site she has set up for our use. General discussion of the WIKI pages and Jane expressed some thoughts and suggestions of how to review the questions and how to respond to them. Jane suggested that we focus on 3-5 years and she prefers bulleted items and will come back for more information, as necessary.

The data needs to be to Jane by the end of this semester and she plans to have a draft ready for review by spring break. Jane will be available for questions/feedback after the first part of November.

General discussion of where resources are and where they may be stored in the future. (Angel vs Resource Room). General discussion of the Information Committee responsibilities and support.

Dana asked that we go in and complete as much information as possible on the WIKI prior to our next meeting. We are responsible for populating the information that was assigned to us on our spreadsheet.

Dana asked who would be able to attend the gathering at Dr. Aquino's home; Vicki mentioned the guest will not be able to attend at Dr. Aquino's home; Dana will check and see if the event is still scheduled or not and let everyone know.

## Next Meeting

Next meeting will be October 28; November 11; December 2; and December 16. All meetings will be at 10:30 am. Dana will send meeting requests to everyone once she has secured the meeting locations.