

# HLC Self-Study Committee Criterion #4

**Wednesday, October 28, 2009  
10:30 a.m.  
Business & Finance Conference Room**

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

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

## Minutes

Discussion of progress on Wiki. We will continue to put everything on Wiki and will move to Angel when more final.

Steven reported that a lot of information is in the Resource Room and committee folders in Angel. Akram Taghavi-Burris is creating the Resource Room.

Dana proposed writing assignments for each Criterion 4 component. Beginning with 4a, Rhonda Simpson and Dana Tuley-Williams will have a draft ready by the November 11 meeting. Component 4b will be drafted by E. J. Warren and Dana Tuley-Williams to be ready by December 2<sup>nd</sup>. Steven Shore, Dana Glencross and Deborah Myers will work on component 4c with a draft due by January 15<sup>th</sup>. Component 4D will be drafted by Dana Tuley-Williams, Rhonda Simpson and E. J. Warren to be ready by December 16<sup>th</sup>. Drafts will be reviewed by the committee at designated meetings.

## Next Meeting

Next meeting will be 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.