

SUMMARY  
HLC Self-Study Steering Committee  
January 18<sup>th</sup>, 2006—SUB 302

Present: Drs. Guy Farish, Georgia Grantham, Ed Crowther, Carol Guerrero-Murphy, Frank Novotny, Teri McCartney, Stuart Hilwig, Sandra Starnaman. Ms. Barb Friese, Mr. Ken Marquez, Mr. Bill Mansheim, Ms. Julie Waechter and Mr. Paul Tigan.

- I. Welcome and Introduction
  - a. Meeting time will stick to 4pm every other Wednesday (Feb 1<sup>st</sup> and 15<sup>th</sup>)
- II. Getting Fired Up!
  - a. Distance Degree Site Visit went very, very well
  - b. They will recommend that all the distance degree programs to be fully accredited
  - c. HLC requested using documentation for national meeting in Chicago in April
    - i. Well done everyone who helped work on the project.
- III. Sub-Committees Reports
  - a. Schedule Changes for Drafting
    - i. Can 2 and 4 get drafts by next week?
    - ii. FYI—at this point in the process, UNC started over.
    - iii. Revised who edits first, second, and third drafts
      1. Same people revise first and second for continuity.
      2. New pair reviews after steering committee reviews.
    - iv. Be sure to save copies of previous drafts
    - v. Use the Track Changes feature when working on your drafts
    - vi. Writing committee will work with
  - b. Introduction Drafting
    - i. Some parts of introduction still missing that needed to be filled with information from sub-committees. Carol will email requests to finish the statements.
  - c. Steering Committee Editing
    - i. Hand written edits that Cheryl can compile?
    - ii. More than anything, let's not turn in 17 different files. Paper is probably easiest and least confusing.
  - d. Sub-Committee One drafts have gone through the writing committees and needs to be reviewed by the Steering Committee (watch for email)
  - e. Sub-committee Two
    - i. Final first draft will be ready by Friday.
    - ii. Frank will compile by Monday—and is optimistic!
  - f. Criterion Three Sub-Committee
    - i. Sub-Committee Three draft comes late in process
      1. Need two semesters of data to write report.
    - ii. Various Stages of Development of this point
      1. Departments have turned in rubrics, assessment goals, etc.
      2. Some have handed it in, some haven't.
      3. At least one of the sub-sub-committees has their report done.
    - iii. What we've seen so far is very thorough, clear, and well-done.
    - iv. Can members of the writing committee see the drafts in progress so it's not cold turkey on April 6<sup>th</sup> when the first draft arrives?
  - g. Sub-Committee Four

- i. So Close! Should have draft finished early next week.
  - h. Sub-Committee Five
    - i. Mary Hoffman and Deb Blake out of town
    - ii. SIG Group is conducting survey on Service Learning within the next two weeks.
- IV. Document Room
  - a. Looking for documents for the room and the online space.
  - b. What do you need in the room that you are referencing in your reports?
  - c. What could be the possible mechanism for getting the right documents there?
    - i. Should we wait and see until there is a draft ready to start cross-referencing the documents mentioned and the documents needed?
      - 1. That's a fine time, but we need to start thinking about it before next fall.
    - ii. Criterion II presented a list to Dr. Farish with noted documents
    - iii. Barb Friese is passing along any data requests to Dr. Farish.
    - iv. Could each sub-committee provide a list of documents with each draft?
  - d. Guy will distribute matrix with currently requested documents—please use this matrix to request documents that need to be on hand for site visit.
    - i. Get comfortable with the internal referencing system set-up in the Document Room.
    - ii. We'll have to use this judiciously—we don't need to reference every document that is mentioned.
- V. Adjournment—4:50pm.