

**MINUTES  
HIGHER LEARNING COMMISSION SELF-STUDY STEERING COMMITTEE**

Room 235 Danley Hall  
**April 28, 2010**  
2:30 p.m.

A meeting of the Steering Committee for the Higher Learning Commission of the North Central Association Self-Study was held April 28, 2010, in Room 235, Danley Hall.

Members present:

Carlotta Lockmiller, Chair	Debbie Allen	Robert Castleberry
Dan Denny	Amy Ford	Joanna Harris-Young
Becky Isaacs	Adrianna Lancaster	Shirley Mixon, Asst. Coord.
Teresa Rothrock	Marilyn Schwarz	Rahmona Thompson
CJ Vires	Brenda Walling	Bronson Warren
Doug Weirick		

Members absent:

Duane C. Anderson	Scott Barton	Buffy Lovelis
-------------------	--------------	---------------

Ex-Officio Members present:

Holly Sewell, Recorder

**I. Welcome**

Dr. Lockmiller called the meeting to order. At this meeting, Criterion Team Leaders will report on information obtained from the workshops they attended at the HLC annual meeting in Chicago.

**II. Criterion Team Leader Reports**

Criterion One

Dr. Rothrock reported she was validated on her assessment of criterion one in that it writes up differently from the other sections. Criterion one is not data driven as are the other criteria. She also learned that all aspects of the university should be tied to the mission and how to use assessment plans more effectively.

Criterion Two

Dr. Vires indicated that change is coming for the next self study; the process will be much more involved. He learned that this self study should set the stage for what is to come next, where ECU wants to be in the next ten years. We should respect the evaluation process because it helps us prove we are what we profess to be and we should value that.

Criterion Three

Dr. Mixon reported that the self study must identify things that are challenges or issues. ECU needs to write a document that will benefit the university, not just the Higher Learning Commission. Institutional memory is really important when conducting a self study. Everyone needs to understand why accreditation is important.

#### Criterion Four

Dr. Harris-Young indicated that the self study is all about data collection and that ECU should be looking at the types of data we need to be updating every year. It was recommended that a media blitz be done for stakeholders to make them aware of the importance of the self study and accreditation. She learned about academic advisors for students on probation and an academic recovery class that these students are required to take.

#### Criterion Five

Dr. Walling reported that from the workshop she attended she learned that ECU is in good shape with our service learning and engagement. She indicated we are ahead of the game in this area and we should show that in the self study.

#### HLC Self Study Coordinator

Dr. Lockmiller attended a session on student services. What do students learn as they are working on campus. Students were asked to complete a questionnaire when first employed and again at the end. Students learn in places that are totally non-academic. We value that and so do students.

The HLC is changing the entire process for re-accreditation. During the next ten years a yearly data report will be required. In the 4<sup>th</sup> year an expanded report is due. Years 5-9 a special topic report will be completed and in year 10 the self study report is due. During this time the virtual resource room will be ongoing.

Dr. Lockmiller learned at the annual meeting that a chapter regarding federal compliance issues must be included. She reviewed what type of information goes into this chapter. The change chapter includes online, blended and ITV courses.

Dr. Lockmiller plans to edit the self study document this summer so that the teams will be ready to work on a second draft this fall. The committees will reconvene to work on filling in the gaps. Dr. Lockmiller indicated this is the last meeting till next fall. She thanked everyone for their participation.

## **VII. Adjourn**

The meeting adjourned at 3:55 pm.

---

Carlotta Lockmiller,

Date