

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

Room 235 Danley Hall
January 27, 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 January 27, 2010, in Room 235, Danley Hall.

Members present:

Carlotta Lockmiller, Chair	Debbie Allen	Duane C. Anderson
Scott Barton	Robert Castleberry	Dan Denny
Amy Ford	Becky Isaacs	Adrianna Lancaster
Buffy Lovelis	Shirley Mixon, Asst. Coordinator	Teresa Rothrock
Marilyn Schwarz	Rahmona Thompson	C.J. Vires
Brenda Walling	Bronson Warren	

Members absent:

Joanna Harris-Young Doug Weirick

Ex-Officio Members present:

Holly Sewell, Recorder

Dr. Carlotta Lockmiller called the meeting to order at 2:35 pm.

I. Welcome

Dr. Lockmiller welcomed everyone to the first meeting of the semester.

II. Approval of Minutes

Amy Ford made a motion to accept the minutes of the November 4 and 11, 2009 meetings. Dr. Barton seconded the motion. The motion carried.

III. Publicity Issues

Amy Ford reported to the committee some of the ideas she has to raise awareness internally and externally regarding the university's mission. She also distributed a timeline of some of the activities she has planned. She asked for volunteers to be on the committee.

IV. Feedback on Self Study

Dr. Lockmiller reported on the feedback she received from Karen Solomon. Dr. Solomon suggested several changes:

1. Would like us to reword one of our self study goals:

- Old – Receive re-accreditation for ten years
- Proposed New – To be granted continued accreditation for ten years

Dr. Mixon made a motion to accept the new wording as presented. Dr. Lancaster seconded the motion. The motion carried.

2. Dr. Solomon asked that we add a section to our timeline on what happens during and after the site visit.
3. Would like discussion in the self study on how the institution plans to use the information learned from the self study and the team report.
4. Dr. Solomon indicated the approval for online degree programs will change. The commission is reviewing their policy to determine how much change can be embedded in a comprehensive review process. The may become a separate process. We should know by Fall, 2010 how this will be handled.

V. Institutional Snapshot

Dr. Lockmiller distributed a sample of what an institutional snapshot looks like. Dr. Lockmiller will submit this document by August, 2011, before the self study team comes to campus.

VI. Meeting Dates for 2010

- February 24, 2010
- March 31, 2010
- April 28, 2010

VII. Adjourn

The meeting was adjourned at 3:30 pm.

Carlotta Lockmiller,

Date